



CAMPUS RECREATION
COLORADO STATE UNIVERSITY

SPORT CLUBS MANUAL

2018-2019

CAMPUS RECREATION

Introduction to the Sport Club Program.....	4
Commitment to Diversity and Inclusivity.....	4
Mission Statement.....	4
Sport Club Goals.....	4
Sport Club Contact Information.....	5
Campus Recreation Website	5
2017-18 Sport Clubs.....	5
 Organization and Structure.....	 5
Sport Clubs Program Eligibility Guidelines.....	5
Sport Club Designation Criteria.....	6
Sport Club Recognition Application Process for New Clubs.....	6
Levels of Club Recognition.....	7
Required Paperwork.....	8
Sport Clubs Organizational Chart.....	8
 Governance of Sport Club Program.....	 8
Sport Club Student Advisors.....	8
Sport Club Officer Meetings.....	8
Sport Clubs.....	9
Club Officers.....	9
President.....	9
Vice-President.....	9
Treasurer.....	10
Travel Chair and Safety Officer.....	10
Peer Education and Development Officer.....	10
Sport Club Constitution.....	11
Sport Club Sample Constitution.....	11
Club Participants.....	14
Important Message Regarding Participant Safety.....	14
Coaches.....	14
Hiring Coaches.....	15
Coaching Paperwork/Finances.....	15
Coaching Expectations.....	15
Faculty/Staff Advisors.....	16
Advisors Responsibilities.....	16
Coaches' and Faculty Advisors' Education.....	17
National Governing Body (NGB).....	17
 Important Club Participation Forms.....	 18
Release from Responsibility/Liability Waiver	18
Sport Club Code of Conduct.....	18
Health History Forms.....	18
Travel Profile Form.....	18
Sport Clubs Code of Conduct.....	18
Hazing Policy.....	19
Alcohol Use and Student Organizations.....	19
Missed Class Policy.....	20
 Risk Management.....	 20
Athletic Training Program.....	20
Associated Risk.....	22

Participant Health Insurance/Health History.....	22
First Aid/CPR/AED.....	22
On-Campus Accident/Injury Emergency Procedures.....	22
Travel and Off-Campus Emergency Action Plan.....	23
Missing Persons Procedures.....	25
Missing Persons Protocol.....	25
Emergency Communications Phone Tree.....	27
Inclement Weather.....	27
Sports Area Lightning Policy.....	28
Club Finances.....	29
Budget.....	29
How To Receive Allocated Funds.....	29
Annual Report.....	29
Point Allocation System.....	30
Supplemental/Other Funds.....	33
Managing Club Finances.....	34
Club Account Sheets.....	34
Use and Types of Funds.....	35
Allocated Funds.....	35
Generated Funds.....	35
Depositing Funds in the Club Account.....	35
Types of Deposit Forms.....	36
Bad Checks.....	36
Stopped Payment on a Check.....	36
Loans to Clubs.....	36
Flea Market.....	37
Vending Tables.....	37
Expending Funds from the Sport Club Account.....	37
Types of Expenditures forms.....	37
Tax Exempt Status.....	37
Purchase Request Form.....	37
Purchasing Food for Team Use.....	37
Making Donations to Organizations.....	38
Purchasing Gifts/Prizes/Awards.....	38
Sales Tax Collection on Merchandise Sold.....	38
Important Information About Expenditures.....	38
Travel.....	39
Types of Travel forms	39
General Travel Procedures.....	39
Pre-Trip.....	39
Post-Trip.....	40
Travel Reminders.....	40
Travel Advance Process.....	41
Travel Originating Out-of-State.....	41
Student Organization Travel Policy.....	41
Hotel Reservations.....	41
Airline Reservations.....	42
Internet Airfare Policy.....	42

Vehicles.....	42
CSU Motor Pool.....	42
CSU Liability.....	42
Enterprise Rent-A-Car.....	43
Privately Owned Vehicles.....	43
High Occupancy Vehicles.....	43
Driver Selection.....	43
Safe Driving Practices.....	44
Emergency Procedures.....	44
Services and Privileges of Clubs.....	45
Practice and Competition Usage.....	45
Field Use Policy.....	46
Field Cancellation Policy.....	46
Hosting an Event.....	46
Alcohol at Home/Away Competitions/Events.....	47
Campus Facilities.....	47
Copying.....	47
Mail.....	47
Web Page.....	48
Social Media.....	48
Equipment.....	48
Purchasing.....	48
Storage of Equipment.....	49
Inventory of Equipment.....	49
Club Awards.....	49
Publicity Resources.....	49
Campus Recreation Marketing.....	49
Mail Advertising.....	49
Event Results.....	50
Use of Residence Hall Mailboxes.....	50
Student Organizations Email Distribution System.....	50
Print Resources, Collegian.....	50
Radio and Television.....	50
Free Publicity Options.....	51
Television.....	51
University Posting Policies.....	51
Campus Activities Poster Run.....	51
Lory Student Center.....	52
University Branding and Licensing Policies	53
Branding – Apparel, Logos, Wordmark and other Guidelines	53
Posters, Flyers, and other Printed Materials.....	53
Licensing	53
Alcohol/Tobacco Sponsorships/Donations	53
Concussions	54
Testing	54
General Information	54
Return to Play Protocol	55

INTRODUCTION TO THE SPORT CLUBS PROGRAM

Welcome, to Colorado State University Sport Clubs! Housed within the Department of Campus Recreation, under the umbrella of the Division of Student Affairs, Sport Clubs offers a broad spectrum of sport related activities for CSU affiliated individuals. The Sport Clubs program encourages student leadership development, learning, personal and professional growth, and healthy lifestyles while enhancing campus life through diverse sport teams that provide students with healthy intercollegiate competition. Each of the 29 clubs in the program is first a Registered Student Organization (RSO) via the Student Leadership, Involvement and Community Engagement (SLICE) office. It is the goal of Sport Clubs to provide participation opportunities to as many students as possible with the resources available. All sport clubs are created, developed, governed, managed and administered by the student members of each particular club, through collaboration with the Department of Campus Recreation.

This Sport Club Manual has been prepared to assist clubs in the administration of their programs. Every club member, officer, advisor and coach should be familiar with the contents of this manual to help ensure the proper organization, structure, and success of their club.

Commitment to Diversity & Inclusivity

Colorado State University's Non-Discrimination Policy

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

Campus Recreation's Commitment to Diversity

Campus Recreation is dedicated to providing inclusive services, programs, and facilities to all persons, and welcomes participants and visitors reflective of all characteristics including age, culture, different ideas and perspectives, disability, ethnicity, familial status, gender identity and expression, geographical background, marital status, national origin, race, religious and spiritual beliefs, sex, sexual orientation, socioeconomic status, and veteran status.

- Bigotry or disparagement of others has no place within Campus Recreation facilities, programs, or services.
- Verbal or written abuse, threats, intimidation, violence, or other forms of harassment towards participants or staff will not be tolerated.
- All participants and staff are expected to respect the rights of others and to be civil, effective citizens of the CSU community.
- Campus Recreation patrons may participate in programs and utilize facilities based on their asserted gender identity.

Mission Statement

The Sport Club program consists of student organizations that encourage student leadership development and healthy lifestyles. The program enhances campus life by providing diverse sport teams that provide students with healthy competition against other schools across the country while representing CSU.

Sport Club Goals

1. To provide opportunities for growth and development for all members and constituents
 - a. Provide intentional training and development focused on creating programs that allow members to grow both as students and individuals
 - b. Provide necessary tools and support for students to effectively manage their individual clubs
 - c. Provide opportunities for students to give back to their campus and local communities
 - d. Provide balance of challenge and support as students work through the successful administration and growth of their programs
 - e. Foster an environment that promotes collaboration, team-work and the development of interpersonal skills
 - f. Educate students and club affiliates through leadership opportunities

2. To provide opportunities for participation and create an environment that encourages healthy, meaningful, and productive competition
 - a. Provide safe and inclusive spaces for practice and competition
 - b. Provide guidance through communicated standards and expectations
 - c. Provide appropriate support as students facilitate planning and management of practice and tournament schedules
 - d. Educate students and club affiliates through teachable moments
 - e. Create an environment in which clubs are proud to uphold the high standards of CSU and the Department of Campus Recreation

Sport Club Contact Information

Cindy Tse – Assistant Director, Sport Club	970-491-2116	cindy.tse@colostate.edu
Sport Club Student Advisors	970-491-3793	sportclubs@colostate.edu
Student Recreation Center Service Center	970-491-6359	

Department of Campus Recreation Website

www.csurec.colostate.edu

2018-2019 Sport Clubs

Alpine Ski Team	Ice Hockey, Women’s	Swimming
Baseball	Lacrosse, Men’s	Tennis
Climbing	Lacrosse, Women’s	Triathlon
Crew	Logging Sports	Ultimate, Men’s
Cycling	Rugby, Men’s	Ultimate, Women’s
Disc Golf	Rugby, Women’s	Volleyball, Men’s
Field Hockey	Shotgun Sports	Volleyball, Women’s
Figure Skating	Soccer, Men’s	Water Polo
Ice Hockey, Men’s	Soccer, Women’s	Wrestling

Organization and Structure

Sport Club Program Eligibility Guidelines

Full fee-paying students, faculty, staff, part-time students and their spouses are eligible to participate in the Sport Clubs Program. All individuals not classified as full fee-paying CSU students must purchase a Student Recreation Center membership to participate with a Sport Club. Only active student members are eligible to serve as appointed or elected officers for a registered Sport Club. The eligibility criteria for active membership are:

- **Student Membership**
Full fee paying students (6 or more on-campus credits/semester); Non-full fee paying CSU students with an active Student Recreation Center membership
- **Associate Membership**
CSU employees and their spouse/partner with an active Student Recreation Center membership, unless otherwise prohibited by the club’s governing body.

Sport Club Designation Criteria

The Department of Campus Recreation acknowledges sport-related clubs may wish to seek membership in the Sport Clubs Program. Due to administrative limitations, each spring, the Assistant Director, Sport Clubs in conjunction with The Department of Campus Recreation Admin Team, will evaluate the number and types of present clubs, and available resources, to determine whether additional clubs can apply to be recognized as a sport club for the following academic year. Student organizations that inherently require the use of or ownership of animals or livestock are ineligible to receive Sport Club recognition. It is recommended that those student organizations reach out to the College of Agriculture for additional resources and support. Student organizations must meet the following minimum criteria before applying for Sport Club status.

- Must be registered as a CSU Student Organization and be successful for at least one year; demonstrating procurement of funds and successful student leadership
- Be a competitive sport with regularly scheduled collegiate competition, league play, and culminate in a regional or national tournament
- Sport must be affiliated with a National Association, league, or other governing body
- Have a clearly stated lawful purpose, which must be part of a constitution
- Have a faculty or staff advisor designated
- Have a minimum of ten student members and five elected officers

Sport Club Recognition Application Process for New Clubs

If a student organization meets the minimum standards listed above, the process for applying for affiliation with the Sport Clubs Program is as follows:

1. Meet with the Assistant Director of Sport Clubs to discuss the rules, regulations, policies, and expectations of clubs administered by the Department of Campus Recreation.
2. If the club wishes to pursue recognition, they must submit a complete application, provided by the Assistant Director, Sport Clubs, and supporting materials, including;
 - Club's stated, lawful purpose
 - Club's constitution
 - Club's most recent competition schedule with results, including most recent regional or national tournament information
 - Written descriptions of community service projects the club has completed in the past year
 - Overview of current officer structure with detailed descriptions of duties for each officer
 - Current officer names and contact information
 - Club's competitive league information
 - Club roster
 - A written statement detailing the required facility space needed for practices, games, and special events
 - Current financial report detailing budget, expenses, and income
 - A statement detailing the ways the club expects to generate revenue
 - A two to three-page written statement explaining why the club is seeking to become a sport club, how this would benefit the club, and the ways the club would contribute to and enhance the CSU Campus Recreation Sport Club program and CSU community.

The application process is sequential and the applicant club must receive approval at each step to pass to the next. If the applicant club is not approved to pass to the next step at any point, they will be notified via detailed email communication. If denied, a club must wait at least one calendar year before reapplying for Sport Club status. If approved at all seven steps, the Associate Director, Sport Clubs will provide additional information relevant to finalizing applicant club as a newly recognized sport club.

- Club submits hard copy of the completed new sport club application and supporting documentation to the Assistant Director, Sport Clubs
- Assistant Director, Sport Clubs reviews application materials, and presents relevant information and makes recommendation to the Associate Director, Programs

- Associate Director, Programs reviews Assistant Director's recommendation
- Assistant Director, Sport Clubs presents all relevant information to Campus Recreation Risk Management Committee
- Assistant Director, Sport Clubs presents all relevant information and recommendation to Campus Recreation Management Team.
- Campus Recreation Advisory Board reviews recommendation, which may include a presentation from the leadership of the proposed club, and issues final recommendation on approval, communicated to applicant club via the Assistant Director, Sport Clubs.

3. If applicant club is accepted as a Sport Clubs organization, they will receive a \$100 allocation and be placed on probationary status for the next academic year. The club will have one year to demonstrate stability in terms of club leadership, membership, student interest, and financial self-efficiency and stability. With the exception of finances, the club will have access to the same benefits as all other Sport Clubs. During the allocation exercise the first year, the Sport Club Advisory Board will determine the club's eligibility for full club funding. Eligibility for funding on Sport Clubs' Point Allocation System.

Levels of Sport Club Recognition

To remain a member in good standing, each Sport Club organization is required to abide by the rules and regulations of Colorado State University, the Department of Campus Recreation, and any involved affiliates. All sport club organizations and members are expected to promote and uphold the image of Colorado State University and the Department of Campus Recreation. Good sportsmanship is expected at all times.

Active

An active Sport Club is one that is in good standing with the Sport Club Program, the Department of Campus Recreation, and CSU. This is the only level a Sport Club can be in and receive funding for, and authorization for Sport Club activities.

In order to be recognized as an active Sport Club the following processes and procedures must be followed with the Department of Campus Recreation:

- Registration with SLICE is required for all sport clubs.
- Completion of annual Sport Clubs registration process
- Meet regularly (at least once per month) with representatives from the Sport Clubs Office
- Maintain at least 10 members on the active roster at all times
- Submit an annual report
- Submit an annual budget
- Generate funds at least equivalent to the amount allocated to the club
- Complete annual faculty/staff advisor paperwork
- Complete annual officer paperwork
- Remain in Good Standing with Colorado State University. The Loss of Good Standing with CSU will result in the automatic loss of recognition as a Sport Club with the Department of Campus Recreation.

Probationary

This status is reserved for sport clubs who have failed to follow rules and/or have been disciplined. In addition, all clubs are on probationary status for their first year.

Suspended Clubs

These sport clubs were active at some point during a semester, but their status as a club has been suspended. These sport clubs are not considered active during the suspension period, thus they will not be able to access funds, practice/compete, nor will any activities be authorized until they have served their suspension. Suspended clubs can remain Student Organizations and may remain as a recognized program with Sport Clubs.

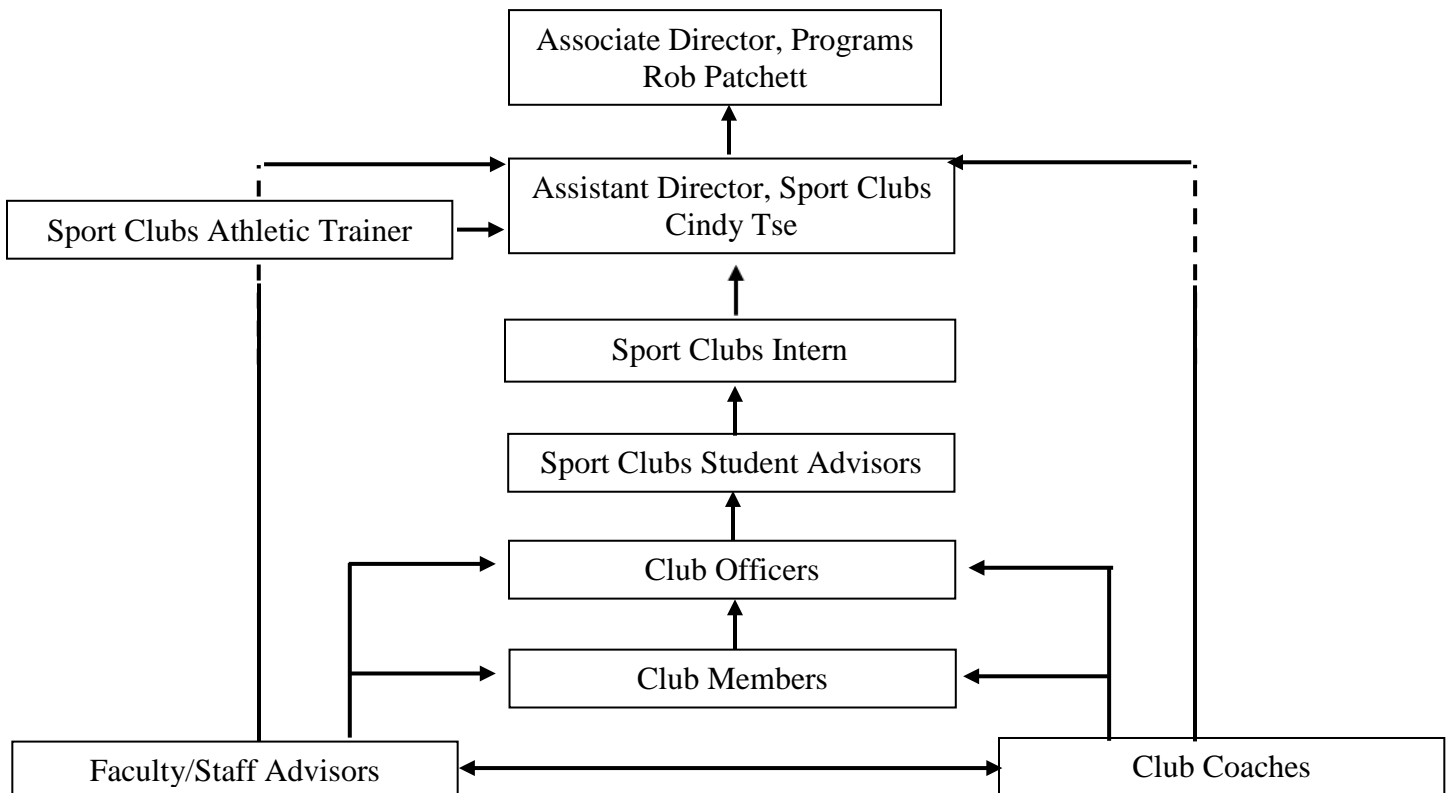
Prior to practice or competition, active sport clubs must submit all necessary paperwork. Failure to comply with this may result in the Sport Club being placed on suspended status until forms are completed and on file. Suspended sport clubs will not have access to Sport Club funds nor will activities be authorized by Campus Recreation.

Required paperwork

Each fall, before beginning any club related activities, clubs must;

- Complete SLiCE registration
- Complete Sport Clubs registration
- Conduct a general information session for interested students
- Complete Faculty/Staff Advisor form
- Have submitted an annual report the previous spring
- Have waivers, code of conduct agreements, driver agreements and health history forms on file for all members

Campus Recreation Sport Clubs Organizational Chart



Governance of Sport Club Program

Sport Clubs Student Advisors

Sport Clubs Student Advisors are an extension of the professional staff of the Sport Clubs program. Each sport club is assigned a student advisor at the beginning of the academic year. Advisors are available at the Sport Clubs Service Desk 9AM to 6PM, Monday through Friday. Sport Clubs advisors serve in a number of capacities, including the process and review of paperwork, booking hotels and rental cars, managing club rosters, managing deposits, and more.

Sport Clubs Officer Meetings

At least two officers from each sport club must attend monthly meetings with Sport Club student advisors. The role of the meetings is to disseminate information from the Sport Club office and the Advisory Board to the sport clubs, to share ideas among members to assist in sport club growth and development. Attendance at meetings is a part of the point system utilized to evaluate clubs for future allocations.

Sport Clubs

Clubs are ultimately responsible for making certain that each club participant of their respective club meets the minimum eligibility requirements and participant responsibilities. In addition, the entire club is responsible for making certain that all club responsibilities, policies and procedures in this manual are met and/or followed by the club as a whole and each club participant.

Clubs are responsible for maintaining registration as a student organization at Colorado State University with the Student Organization office in SLiCE.

Club Officers

Because Sport Clubs are student-managed organizations, officers are responsible for full oversight of their club. Each club must have a minimum of five student officers; as outlined below.

All club officers must be full fee-paying (taking at least six credits) matriculated students at Colorado State University and must maintain a cumulative GPA of a 2.25 or greater at the time of elections and while holding that office. If the student officer falls below a 2.25 GPA during their term of office, a one semester probationary period will be established.

The officer descriptions and responsibilities listed below contain the minimum expectations of officers set forth by the Sport Club office. Clubs are able to use their discretion to assign additional responsibilities to the officer positions outlined below, or create additional officer positions (e.g. marketing, web site development, etc.). However, the duties outlined for each officer position below cannot be removed or transferred to another officer.

***Clubs must fill each of the five officer positions with unique individuals**

President

The club president will provide an overall vision and direction for the club while ensuring the club operates within the procedures, rules, and regulations set for the in the Sport Club manual. The President is responsible for communicating all policies and procedures to all members associated with their club including, but not limited to, members, coaches, and faculty/staff advisors. Specifically, the President will;

- Conduct regularly scheduled club meetings
- Attend monthly meetings in the Sport Club office with their Sport Club Advisor
- Serve as the liaison with the Assistant Director, Sport Clubs, and the Sport Club Advisory Board
- Seek approval for all club business through the Sport Club office, including but not limited to, fundraising, publicity, purchases, travel, and marketing
- Check the club mailbox at least once per week
- Report all competition results to the Assistant Director, Sport Clubs via email no more than 48 hours after the completion of play
- Train future President on all tasks and procedures
- Maintain inventory of club equipment and supplies
- Delegate responsibility and develop strategies to actively engage all club members
- Serves as the back-up for all other officer duties and is ultimately responsible for ensuring completion, reporting, and documentation of Sport Club office mandated responsibilities

Vice President

The Vice President is encouraged to shadow the President at all formal meetings with Sport Club student and professional staff. Specifically, the Vice President will;

- As available, accompany club president to all mandatory meetings
- Ensure the following information is current and on file with the Sport Club office for all club members;
 - Club Constitution
 - Practice and Game Schedules

- Club Roster, including names, email addresses, and phone numbers
- Liability Forms
- Health history forms
- Officer, coach, and advisor contact information, including names, email addresses, and phone numbers
- Submit practice, game, and event schedules as set forth in the Sport Club manual
- Request practice, game, and event facility space as set forth in the Sport Club manual
- Maintain communication with Sport Club office in regards to current practice and game schedules. Any schedule change must be communicated to the Sport Club office no more than 24 hours after the club is aware of the change, and no later than 24 hours prior to the scheduled event.
- Working closely with other officers as appropriate, submit yearend report to Sport Club office, as set forth in the Sport Club manual

Treasurer

The club Treasurer is responsible for maintaining the fiscal integrity of each club. Specifically, the Treasurer will;

- Collect dues and make deposits of income
- Keep accurate financial records of club income/expenditures
- Responsible for submitting all purchase orders/requests for purchases of \$3,000 and above
- Ensure all bills are paid on time
- Working closely with other officers as appropriate, develops and submits annual budget, as set forth in the Sport Club manual
- Oversee fundraising efforts

Travel Chair and Safety Officer

The Travel Chair and Safety Officer will oversee all travel arrangements for the club and will be responsible for communicating, maintaining, and implementing safety and risk management procedures. Specifically, the Travel Chair and Safety Officer will;

- Plan all travel and submit appropriate paperwork at least two week prior to the date of travel
- Work closely with Sport Club staff to finalize all details of hotel reservations, car rentals, tournament registration fees, etc.
- Maintain emergency contact records for all club members and coaches and ensure this information is readily available to the club both when they are on campus and away from CSU
- Ensure club is compliant with all Campus Recreation safety and risk management standards
- Report all safety concerns, issues and incidents to the Sport Club office no more than 24 hours after becoming aware of an issue
- Inspect all equipment, facilities, and fields prior to any use and report all concerns to the Assistant Director, Sport Clubs immediately
- Ensure all members and coaches are thoroughly familiar with risk management policies and emergency action procedures for all relevant facilities
- Ensure that a copy of all liability/waiver forms and emergency procedures are present during all club travel
- Complete incident reports when traveling
- Current certification in American Red Cross CPR/AED for Professional Rescuer and First Aid

Peer Education and Development Officer

The Peer Education and Development Officer is responsible for initiating education and development efforts with their club. Additionally, this officer is responsible for overseeing the development of a code of conduct plan for their club. Specifically, the Peer Education and Development Officer will;

- Work closely with the Assistant Director, Sport Clubs to develop at least one educational/developmental sessions each semester. The Peer Education and Development Officer will be responsible for presenting this

information to their club

- Develop, maintain, oversee, and enforce club's code of conduct, judicial process, and conflict resolution plan
- Organize, track, and document teams' community service project/hours. Reports community service projects and provides documented hours for each individual club member, and proof of service for each, to the Sport Clubs office via department created form. Hours must be reported to the Sport Clubs office at least once per semester, and all required hours for the academic year must be reported prior to April 1 each year.

Other information and requirements pertinent to all officer positions

- **All officers are required to attend mandatory officer trainings at the beginning of fall and spring semester each year. Specific days and times will vary by position and will be relayed to teams/officers prior to the end of prior semester.**
- **All outgoing and incoming officers are required to attend a transition meeting prior to the end of spring semester each year. These meetings must be schedule with your Sport Club Advisor. ALL outgoing and incoming officers must be present.**
- **In addition to the Travel Chair and Safety Officer, at least one additional officer is required to maintain current American Red Cross CPR/AED for the Professional Rescuer, First Aid, and CSU Campus Recreation Blood Born Pathogen training certifications. At least one of these officers, with appropriate certifications, must be present at all club activities. If the club feels an existing officer is not best suited for this responsibility, they may choose to designate a second Safety Officer.**

Each November or April, dependent on when clubs transition officers, clubs must complete an officer transition form. All outgoing and incoming officers must schedule and attend an officer transition meeting with their appointed Sport Club Student Advisor prior to the last day of November for fall transitions and prior to April 15th for spring transitions.

Many clubs start enthusiastically only to fizzle out before the end of the year. This dilemma is usually the result of one person (commonly the president) trying to take care of every club detail, but one person alone cannot successfully accomplish everything pertaining to the club. All officers should carry the load for the club.

Sport Club Constitution

Each club must maintain and review annually, the constitution under which the sport club will operate, and must keep this document available for immediate review upon request.

The development of a club's constitution can help the organization formulate specific guidelines that determine the directions and structure of the group. The organization's constitution is a working tool. Simplicity and flexibility are the keys to a good constitution. When writing a constitution, keep in mind immediate needs as well as future goals of your organization.

Below is a model that can be used when writing a sport club constitution. Please use non-gender specific terms – "he or she or they" or "he/she/they." **The sections, phrases and sentences in bold MUST be included or addressed in the constitution in order for a group to be recognized by Colorado State University.**

- General addition of "they" wherever "he/she" is used throughout the handbook.

Sport Club Sample Constitution

ARTICLE I – NAME

Section 1: Title

State the name of the organization!

The organization name should be significantly different than any other RSO recognized at CSU. Look at RamLink before beginning, to crosscheck and see if any other club names are too similar. Any reference to CSU in the title must be

phrased "Club X at Colorado State University/CSU" rather than "CSU X Club." (This is pertinent if a Student Organization Financial Account is desired!)

Section 2: Affiliation (if applicable)

If the organization is nationally affiliated, state the title of the national organization. Attach a Statement of Affiliation letter.

ARTICLE II – PURPOSE

State the purpose and mission of the organization.

ARTICLE III – MEMBERSHIP

Section 1: Active Members

*Active membership is **open to all CSU students with the right to vote and hold office (in your organization).***

Section 2: Associate Members

*Associate membership is open to faculty and interested people outside the University setting, for example, Fort Collins community; **they may not vote or hold office.***

Section 3: Alumni Members

*Alumni membership is open to former CSU students who were members of the organization; **they may not vote or hold office.***

Section 4: Membership Rules of Order

*Clearly state any requirements of members, such as general interest, open mindedness, willingness to learn, code of conduct, etc. **YOU MUST INCLUDE THE FOLLOWING STATEMENT EXACTLY AS WRITTEN: As a recognized student organization at Colorado State University, our organization shall not deny membership to any student on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.***

*** (The constitution needs to state both disability and veteran status or disability. Please acknowledge the distinction between Disability and Veteran Status Disability.)*

Section 5: Duties of Members

State expectations of membership, such as attendance, committee participation, etc.

Section 6: Dues (optional)

State if and when dues are required and how dues are determined. Do not put a specific dollar amount within the section, as it will require an amendment to the constitution if the amount were to change. Specific dollar amounts can be listed in the bylaws, which typically require a simple majority to amend.

Section 7: Removal of Members

Explain the process for removing members from the organization. It should be possible to remove members for disciplinary or non-attendance reasons. All rules members must follow should be clearly written in the constitution, bylaws, or and/or membership manual. Due process must be allowed, as in the right to speak on one's behalf, and right to an appeal. The organization should specify whether the process can take place at a regular meeting or if a special meeting (hearing) is necessary.

***** To remove a member or officer, adequate written notice (7 days minimum) is required. (All removal procedures should follow due process, including adequate written/email notice at least a minimum of 7 days prior to the next RSO meeting/activity, the right to speak on one's behalf, and the right to an appeal. This process should be handled sensitively for all involved.)***

ARTICLE IV. – ELECTED OFFICERS

Section 1: Officers

Name the officer positions, i.e. president, vice-president, financial officer, etc. This executive board will consist of only active CSU student members; a minimum of 2 officers is required – and they must be at the very least a president and a financial officer. If the organization has additional criteria such as academic standing, length of membership, prior service to the organization, etc., those requirements should be specifically stated.

Section 2: Duties of Officers

Name each officer position and list their respective responsibilities.

Section 3: Election of Officers

Clearly explain the election process, including when elections are held, length of office, requirements for the nomination of candidates, how the election will take place (e.g. secret ballot, showing of hands), and required votes for election (e.g. 2/3, majority). As a requirement of the Sport Clubs Office, officers must uphold a cumulative 2.25 GPA both during elections and while holding office.

Section 4: Removal of Officers

Explain the process for removing officers from their positions. It should be possible to remove officers for discipline or lack of performance. The job descriptions and functions of each officer should be clearly written into the constitution, bylaws, and/or officer manual. (All removal procedures should follow due process, including adequate written/email notice at least a minimum of 7 days prior to the next RSO meeting/activity, the right to speak on one's behalf, and the right to an appeal. This process should be handled sensitively for all involved.) The organization should specify whether the process can take place at a regular meeting or if a special meeting (hearing) is necessary.

ARTICLE V – MEETINGS

Section 1: Business Meetings

In general terms, state when business meetings will be held (e.g. once every two weeks), who arranges the time, place, etc., and what constitutes a quorum of membership (e.g. majority).

Section 2: Executive Board Meetings (if applicable)

In general terms, state when executive board (officers) meetings will be held (e.g. once every two weeks), who arranges the time, place, etc., and any requirements for calling special meetings.

ARTICLE VI – ADVISOR

There should be a general consensus amongst members when a new advisor joins the organization.

Section 1: Election

Clearly explain the election process, including when elections are held, length of position, how the election will take place (e.g. secret ballot, showing of hands), and required votes for election.

Section 2: Qualifications

*State any special qualifications an advisor needs to have. The following statement must be included: **The advisor must be a CSU faculty/staff member or graduate student (with a consent form from their academic advisor) who has an interest in serving as an advisor.***

Section 3: Duties

*Explain any required responsibilities of the advisor, i.e. attendance at executive board meetings and elections, etc. **The advisor may not vote but can offer advice to the organization.***

ARTICLE VII – AMENDMENTS

*State the procedure for proposing amendments to the constitution and how they are approved. **This constitution may be amended at any regular business meeting of the organization by two-thirds vote of active membership, provided***

that the amendment has been submitted to the membership in writing at least one week prior to the business meeting.

ARTICLE VIII – FINANCIAL STRUCTURE

Sections of financial structure include method of record keeping, signature authorization, compliance with university policy and state law on appropriate use of funds, etc.

Club Participants

Each club participant must always be responsible for his/her own well-being and the well-being of the group he/she/they is a part. Each club participant shares with the other club participants the responsibility of safety and agrees to follow safe procedures and to avoid unnecessary and hazardous situations. Each club participant accepts responsibility for the outcome of situations resulting when his/her actions are beyond the generally accepted practices for safety in the activity.

The importance of the Sport Clubs Program participants following all of the requirements of the Department of Campus Recreation and Colorado State University cannot be emphasized enough. Only through the individual Sport Clubs member's adherence to the necessary requirements can the individual maintain a satisfactory and accountable record with the Department of Campus Recreation.

- Student members must be currently enrolled and have paid fees to participate in the Sport Clubs Program.
- All Sport Clubs Program participants must present a valid and current Colorado State University identification card.
- Faculty, Staff, and spouse members are required to purchase a Department of Campus Recreation membership at the Campus Recreation Service Center prior to participating and may be required to present a valid membership ID.
- Individual Sport Clubs members are responsible for paying dues in a timely manner to the Sport Clubs on which they participate. Failure to do so may result in disciplinary action by the Sport Clubs and/or the Sport Clubs Program.

Important Message Regarding Participant Safety:

It is important that club leaders are aware of the points listed below and communicate them with participants.

- Participation in sport clubs is voluntary, and students organize the clubs based on their interests. Each individual participant should understand the risks involved with sports participation and participate within his/her physical limitations.
- Colorado State University disclaims all liability for loss, injury or other damage resulting from of participation in sport clubs. All participants are to complete an Assumption of Risk/Release of Liability Form prior to participation.
- Participation in sport can result in many injuries, including loss of life. Medical costs and the expense of an unforeseen accident or injury can seriously delay a student's academic career. It is recommended that participants consult a physician to determine physical ability to participate in a sport club.
- All students are encouraged to have their own health insurance. It is the responsibility of each participant to verify their own insurance status and ensure they have appropriate coverage for any accident, health, hospitalization insurance or the like for participation in sport clubs.

Coaches

Coaching positions may be filled by someone from inside or outside the university community with the approval of the club members and the Assistant Director of Sport Clubs. Students, volunteers, graduate assistants, or full-time staff members may coach clubs. It is the responsibility of each club to secure the services of a coach if they choose. Coaches are not required in the Sport Club Program.

Clubs are first and foremost student organizations, thus it is important to remember that the internal organization and decision making of the club must be left to the club membership. A coach has many opportunities to provide a positive influence on club members, both in terms of skill development and in interpersonal development. However, the coach must also be aware of the limitations of the position within the Sport Clubs Program. The coach must follow all university and departmental policies and procedures and does not take the place of the club's advisor or president. Matters involving the management of the club must be left to the club officers, members, and advisors.

All coaches are mandatory reporters

Mandatory Reporting of Sexual Harassment and/or Sexual Violence - As employees of the University, all student and professional staff are mandatory reporters and are therefore required to report any first-hand accounts or incidents of CSU student-involved harassment, sexual misconduct, sexual harassment, or sexual violence. Reports should be made to the Office of Support and Safety Assessment, phone 970-491-7407. Employees should also notify their immediate supervisor.

- **Hiring Coaches**

Clubs cannot select a coach without first talking with the Assistant Director Sport Clubs.

When discussing a potential coach with the Assistant Director of Sport Clubs, a copy of the coach's resume/bio should be included. Coaches must interview with the club officers in conjunction with the Assistant Director, Sport Clubs.

The coach must complete a Sport Clubs Coach Application, read, understand and agree to the Sport Clubs Coach Code of Ethics and Responsibilities, and complete a Coach Agreement with the club officers. Once this paper work is complete, the coach is eligible to assume the duties of coach. These forms are available from the Sport Clubs office. **These forms are to be renewed each year and on file prior to coaches participating in team activities.**

The final decision to hire a coach rests with the Assistant Director, Sport Clubs as given by the Executive Director Campus Recreation.

Prior to assuming any responsibilities or relationship with a club, coaches must complete a background check administered by the Sport Clubs Office, via HireRight.

- **Coaching Paperwork/Finances**

All coaches that are paid must complete a payment form, purchase request sheet, independent contractor form and a W-9. Coaches will only be paid once per semester and only after the work for the semester is complete. Note: The funds to pay a coach must come from generated income, not funds allocated from the Sport Clubs Office.

Coaches Access to the Rec. Center

Coaches have the ability to purchase a Rec Center membership. A club may choose to pay for the coach's membership but those funds must come from generated income, not funds allocated from the Campus Recreation Department. Coaches must schedule a meeting with the Assistant Director of Sport Clubs to begin this process.

Coaching Expectations

Coach responsibilities include, but are not limited to:

- Attendance at Sport Clubs coaches' meetings.
- Attend at least two Sport Clubs coaches training each semester
- Understand, comply with, and enforce all risk management policies and procedures.
- Assist Sport Clubs officers in scheduling games.
- Coordinate practices and game schedules with officers.
- Develop and employ safety procedures.
- Attend games and practices.

- Report injuries to Athletic Trainer and the Assistant Director.
- Promote good sportsmanship on and off the field.
- Additional duties as agreed upon by the coach, club officers, and Assistant Director, Sport Clubs

The Department of Campus Recreation has the right and obligation to protect sport clubs by relieving any coach from their position if they are deemed not to be following all University or Department of Campus Recreation rules and regulations or working in the best interest of the Sport Club. The dismissal of the coach is subject to appeal to the Director.

Faculty/Staff Advisors

A faculty/staff advisor is required of every recognized student organization. The primary advisor will also be listed for public access. The members of the club choose the faculty or staff advisor. The Assistant Director for Sport Clubs, Associate Directors, Directors, or Executive Director of Campus Recreation may not serve as a faculty/staff advisor. A club may choose to pay for the faculty/staff advisor's Student Recreation Center membership but those funds must come from generated income, not funds allocated from the Campus Recreation Department.

Advise:
(ad viz') v. -vised,
- vising, -vises.
1. To offer advice to;
counsel. 2. To
recommend; suggest. 3.
To inform; notify. 4. To
take counsel; consult.
(American Heritage
Dictionary)

The following criteria must be met to be a faculty/staff advisor for a registered student organization at Colorado State University:

1. Full-time or part time faculty, administrative professional or state classified staff member; graduate student (with consent from their academic advisor)
2. Advisors must actively participate in the organization and regularly attend meetings of the organization
3. A faculty/staff advisor may not have any relation to a coach or member of the club
4. Must complete Advisor Agreement Form each academic year

The advisor of a student organization should be available to the officers and members of the organization for the following:

- Consultation about the organizations affairs
- Attendance at organizational meetings and functions as often as possible
- Certification of the expenditures of the organization when authorized to do so
- Provide suggestions and criticisms regarding the operation of the organization

The advisor must be able to provide independent advice to club members. With this in mind advisors may not have any relation to members of the club or coaches in the club.

Advisor's Responsibilities

Responsibilities of the advisor can be divided into three main categories, responsibility to the group, responsibility to the individual members and responsibility to Colorado State University.

Responsibility to the Club

The Advisor should:

- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for educational and personal development.
- Help the organization justify its expenditures of students' time, abilities, energy, and funds.
- Should be well informed about all plans and activities of the group; achieved through regular attendance at meetings and/or frequent meetings with student officers.
- Discourage domination of the group by any individual (coaches included) or group of members.
- Be familiar with the history of the organization.
- Assist in promoting group interest by evaluating programs.

- Assist the group in making sure that the proper paperwork is submitted to the Student Organizations Office when required and/or when officers change.
- Be aware of University policies.

Responsibility to the Students

The Advisor should:

- Seek to assist the students in maintaining a balance between the academic and the extracurricular and co-curricular aspects of student life.
- Encourage each individual to participate in and plan group events.
- Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group.
- Be concerned about developing the leadership skills of members, particularly the club officers, by discussing and helping to analyze group interactions and decision making.
- Be aware of the goals and directions of the organization and help the members evaluate their progress toward those goals.

Responsibility to Colorado State University

The Advisor should:

- Work with students to help them plan programs that are beneficial to students and consistent with the educational objectives of the University.
- If the organization advised has been allocated student fee funds, the advisor should monitor the procedure followed by the organization in handling its funds and make recommendations when appropriate.
- The advisor should become familiar with the policies and procedures pertinent to student organizations and strive to see that they are followed.

Coaches' and Faculty Advisors' Education

Coaches are required to attend two educational sessions each semester. Faculty/Staff Advisors are invited and encouraged to attend all these sessions. Workshop topics will change each semester and be communicated to coaches, advisors, and club presidents via email.

National Governing Body (NGB)

Sport Clubs must have a National Governing Body (NGB) for their sport to provide standards of competition and safety guidelines in their respective sports. The Sport Clubs Program recognizes NGBs from the Olympic Family, NCAA, or an established NGB with developed safety guidelines and standards of competition.

STANDARDS OF CONDUCT/ELIGIBILITY

Sport Clubs ID Policy

All members must carry CSU ID when participating in any club function (practice, games or events). Regular ID checks will be performed throughout the school year. Members without an ID will not be permitted to participate until they are able to appropriately show their ID.

Should a participant in a Colorado State University Sport Clubs event be identified as a non-student who is ineligible or a student that has not signed the liability forms, the following sanctions may be taken, depending on the severity of the circumstances:

1. Practice time, facility space and/or funding may be suspended or removed
3. The Club may be placed on probation.
4. The Club may be suspended from the Sport Club Program

Sport Club Academic Standard for Participation

Each Sport Club athlete is required to maintain a 2.00 cumulative grade point average (GPA). If a student falls below a 2.00 cumulative GPA the student has one semester to bring the GPA above a 2.00. During the first semester, a student will not be allowed to participate with their club until meeting with the Assistant Director, Sport Club, and may not be permitted to participate for the entire semester, dependent upon specific circumstances. If a student fails to bring their cumulative GPA above a 2.00 before the next semester, they will not be permitted to participate in any club activities.

National Governing Body Grade Point Average

If a sport club national governing body has a GPA requirement that exceeds this standard than that governing body standard shall supersede the CSU Sport Clubs standard.

Note: Individual clubs may have specific national league guidelines for academic and credit requirements. Check with the governing body for each specific sport for these requirements. It is each officer's responsibility to know their sports specific requirements.

Important Club Participant Forms

All club participant must complete mandatory forms each academic year. Members are not able to participate with their club in any way until all forms are complete. If a student joins the team at a later date, it is the responsibility of the club president to ensure that the forms are completed prior to participation.

Release from Responsibility, Assumption of Risk and Waiver

Each club member must sign a participation waiver prior to participating in any club related activity. This waiver covers participation in club events, club related travel, and driving personal vehicles on club trips.

Sport Clubs Code of Conduct

All club officers, players and coaches (paid/unpaid) must sign a Sport Clubs Code of Conduct.

Health History Form

All participants must complete a health history form to be utilized by the Athletic Trainer to provide the best possible health care to participants.

Travel Profile

All officers must complete this form in order for the club to process expenditures and travel.

Sport Club Program Code of Conduct

The basic concept underlying the Sport Clubs Program Code of Conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and event staff or in the community hosting competitions. Whether on or off-campus and when traveling, sport club members represent Colorado State University.

Conduct

Violation of, or non-compliance with, the University Student Code of Conduct policies, campus regulations, Sport Club procedures or standards of conduct may result in loss of Sport Club membership or other disciplinary action being taken against the club/individuals involved based the severity of the infraction.

Practice / Game Cancellations

Clubs must notify the Sport Clubs Office of practice cancellations no later than 5PM the day prior to their schedule practice, or 5PM on Friday for Saturday and Sunday practices.

Changes in game times and locations, or cancellation of games, both home and away, must be communicated to the Sport Club Office no less than 48 hours in advance of the scheduled game.

Discipline and Code of Conduct Issues

All discipline and conduct issues will be referred to Student Resolution Services.

Hazing Policy

Hazing is against the law in Colorado and is a violation of the Student Conduct Code that may result in discipline of individuals and student organizations who engage in such conduct. Hazing means participating in, condoning, encouraging, requiring, or allowing an opportunity for hazing, which includes any act that endangers the mental, physical, or emotional health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or student organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not neutral; they are violations of this rule.

1. Forced and prolonged physical activity.
2. Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amount for human consumption or any substance not generally intended for human consumption.
3. Prolonged deprivation of sleep, food, or drink.

Furthermore, Colorado State University has adopted the following addition to the above policy:

1. Physical hazing shall be defined as any activity which is harmful or humiliating to the individual (i.e. paddling, abandonment, excessive exercise, eating repulsive food, exposure to extreme temperatures, nudity, consumption of alcohol or drugs, etc.).
2. Psychological hazing shall be defined as any public act or in-house act which compromises the personal dignity of an individual, thereby: causing personal embarrassment or shame to the individual, causing an individual to be the object of malicious amusement or ridicule, or causing an individual psychological harm or emotional strain.
3. Any requirements by an initiate or new member which compel another initiate or new member to participate in any activity which is illegal, which is known by the compelling party to be contrary to an individual's moral or religious beliefs, or which is contrary to the rules/regulations of the university shall be construed as hazing.

Alcohol – Marijuana Use and Student Organizations

Fundraising, Sponsorships, Advertising, and Donor Contact Requests

- Because the University has a number of existing, and in some cases exclusive, contractual sponsorship and fundraising relationships with businesses, corporations, and individual donors, when Sport Club teams and their members wish to solicit or accept any sponsorships, donations, advertising, or agreements for product distribution, teams are required to request permission and receive documented approval from the Assistant Director, Sport Clubs prior to doing so.

Alcohol/Tobacco/Marijuana Sponsorships, Donations, & Advertisements

- Sport Club team sponsorship by alcohol or tobacco-related businesses or marijuana dispensaries is prohibited. Sport Club team events or activities held either on or off campus may not advertise or include alcoholic beverages as part of the event. Sales and service of alcohol at CSU Sport Club team-hosted events is prohibited.

Alcohol, Marijuana, Controlled Substances Use

- Possession, consumption or being under the influence of alcohol, marijuana, or controlled substances are expressly prohibited during all Sport Club events, except for legal drugs prescribed by a physician who has approved them for use during the event. Sport Club events include but are not limited to, all team meetings, tryouts, practices, competitions, and travel. (Travel, for the purposes of this policy, begins when the team departs campus/Fort Collins to travel to a team event and ends when the team returns to campus/Fort Collins). This policy applies to all team members, coaches, other volunteer staff, recruits, and tryout athletes.

- To be clear, this means that even club members, coaches, volunteers, etc., who are of legal age to use alcohol or marijuana under state law are not permitted to participate in any Sport Club event or activity under the influence or impairment of those substances. Additionally, while Colorado Amendment 64 permits the legal use of marijuana for those 21 years of age and older, the possession or use of marijuana on campus is still prohibited by federal law and CSU policy and is not permitted at any time, with or without a prescription.
- Violation of this policy will result in disciplinary action that can include Sport Club Program probation, suspension, removal, and/or reporting to Colorado State University Student Resolution Services, ASCSU, and also to Colorado State University Police when applicable and prudent. CSU employees are subject to disciplinary sanctions up to and including termination of employment, in accordance with the applicable employment policies.

Shotgun Sports Background Check ***

All Colorado State University Shotgun Sports Club Team members are required to successfully complete a background check, initiated by the Campus Recreation Asst. Director, Sport Clubs and performed through the Colorado State University Police Department.

Missed Class Policy

Colorado State University recognizes that participation in the Sport Clubs program will sometimes require students to miss class. University policy allows for missing class as long as it is a University-sponsored event.

When a team submits their travel request form, a request for information regarding a missed class letter is included in that letter. **Requests for missed class letters must be made at least 10 business days in advance of an event.**

To create the most positive interaction with faculty members, club members are highly encouraged to discuss class absences as a result of sport club participation with their professors in advance. Club members are responsible for all work missed during their absence and are required to meet with their instructor to determine plans for rescheduled or make-up exams and assignments.

If fraudulent letters are found to have been used the club will lose privileges of letters for the remainder of the academic year and the person(s) involved will be sanctioned by Conflict Resolution and Student Conduct Services.

RISK MANAGEMENT

Athletic Training Program

The Athletic Training program is overseen by the Athletic Training Coordinator, who is a Certified Athletic Trainer. The Athletic Training Coordinator oversees various part-time Certified Athletic Trainers as well as a staff of student employees to provide coverage for practices and home games for specific clubs. Athletes from clubs that do not receive on-site coverage by the athletic training staff can still make appointments to have injuries evaluated by emailing the Athletic Training Coordinator.

- **Staff Structure/Duties**

The Athletic Training program has two levels of employees: A) Certified Athletic Trainers and B) student workers. Due to state law, only the Certified Athletic Trainers can provide injury evaluation services to athletes. Student staff members are able to provide emergency response (first aid, CPR, AED), taping, icing, heating, and stretching services only.

- **Immediate Care of Injury and Illness**

If an athletic training staff member is available, he/she/they will be responsible for the initial on-field injury response following acute injury. Once this initial assessment is done, the athletic training staff will administer the appropriate first aid to the injured athlete and will make contact with emergency services when applicable. If the responding staff member is a student, he/she/they will refer the injured athlete to the Certified Athletic Trainer for injury evaluation (except in life-threatening situations in which 911 will be called instead).

The athletic training staff members are certified in CPR, AED and First Aid. An AED is available in the Training Room.

- **Treatment and Rehabilitation**

The athletic training program does not provide injury treatment or rehabilitating. The Certified Athletic Trainer will coordinate referrals to the CSU Health Network and other area health care providers. Once referred, all athletes must have written permission from their physician or physical therapist in order to be cleared and return to play with their club. Any athlete that is suspected of having a concussion is required to have a physician's note for clearance before beginning return to play procedures (which commonly take 1 week or more).

- **Coverage of Home Events**

A request can be made at least 2 weeks in advance for the athletic training staff area to cover any Sport Club's home event during the fall and spring academic semesters. The provided coverage will be dependent upon league rules (some teams will be covered by student staff and other teams will have a Certified Athletic Trainer present). The athletic training program reserves the right to deny the request based on risk evaluation, prioritization, and time management. The athletic training staff member assigned to the game will be available 60 minutes prior to game time for pre-participation taping.

If club game time changes, the athletic training program does not guarantee that the staff will be able to accommodate the change. The game coverage is scheduled in advance because most of the Certified Athletic Trainers that provide our coverage hold other jobs in the community. Please communicate any game time changes to the Sport Club office and Athletic Training Coordinator as soon as possible.

- **Coverage of Away Events**

Typically, the host team is responsible for providing adequate emergency response coverage at their events. Colorado Sport Club professionals have agreed to have Certified Athletic Trainers at all home events for hockey (m/w), lacrosse (m/w), rugby (m/w), polo, and soccer (m/w). Club officers are encouraged to ask the teams hosting about what services will be provided prior to traveling and to follow up once arriving on-site.

- **Reporting Injuries**

It is important for the athletic training staff to promptly evaluate all injuries and illnesses sustained while participating in CSU Sport Clubs related activities. As such, it is the responsibility of the individual athlete to report to the athletic training staff as soon as possible following the injury or illness.

- **Athletic Training Facilities**

The athletic training staff at the athletic training facility located in the Sport Clubs and Athletic Training Shed between Field 3 and 4.

- **Medical Confidentiality**

The athletic training staff will respect privacy by utilizing standard methods of confidentiality. He/she/they will not discuss any patient's private medical information unless medically necessary or without prior consent.

- **Conditioning and Preparation for Participation**

Sport clubs may choose to engage individuals to condition their teams during the off-season. Payment for these services must be made by the club if payment is a part of the agreement. Resources for conditioning leaders include the personal trainers located in the Student Recreation Center or students in the Health and Exercise Science Department.

- **Accident Reports**

Any injury that occurs during club activities (home or away) must be reported and recorded with the Sport Clubs office by the athletic training staff, recreation center staff, or club safety officer. The staff or safety officer must complete the accident report immediately after each incident/treatment.

If a serious incident occurs (athlete taken to emergency room) off campus or at non-CSU Recreation facilities, it must be reported to the Sport Clubs Office within 24 hours. A written accident form must also be in the Sport Club office within 1 business day, or 1 business day after returning from travel.

Associated Risk

Understanding of risk management is important in order to provide the best possible environment for, and to protect Sport Clubs participants and Colorado State University. Prudent and reasonable conduct is expected of all Sport Clubs and their members. Risk management is the responsibility of all individuals involved in the Sport Clubs program. There are a number of procedures included in this section that can help to manage the inherent risks in Sport Clubs participation.

First, completion of all club participation forms prior to participation is important to risk management. Officers should not allow an individual to practice, compete or travel without verifying the completion of all forms with the Sport Clubs office. All participants and completed forms are listed in the Student-Athlete Database which is accessible through a Sport Clubs Student Advisor

Second, regardless of how much planning and preparation goes into an event, accidents and injuries can happen. Procedures have been identified to assist sport club participants in dealing with emergency issues. All officers should be knowledgeable about these procedures.

Participant Health Insurance/Health History

Given the inherent risks of Sport Club activity, Sport Club participants are required to have health insurance. Insurance company and policy number will be collected from each participant on an annual basis on the Health History Form.

First Aid/CPR/AED

Safety is extremely important and all precautions should be taken so that club members and visiting team members practice safe procedures when participating in a Sport Club event or activity at Colorado State University as well as away from Colorado State University.

Two members of each club, including the Safety Officer, must be certified in American Red Cross CPR/AED for the Professional Rescuer and First Aid. Sport Clubs must identify these Safety Officers each year by providing copies of the Safety Officer's certification cards.

American Red Cross classes are offered at Department of Campus Recreation. If a club needs to certify a Safety Officer, class dates can be found on the Campus Recreation website.

On-Campus Accident/Injury Emergency Procedures

Note:

- Non-life threatening injuries are situations that do not require immediate medical attention. This includes minor injuries that might require administering ice (i.e. minor sprains or strains, and bandages for minor scrapes or cuts). *You do not need to contact the police in these minor situations.*
- Life threatening injuries are injuries that require immediate medical attention (i.e. unconscious, difficulty breathing, etc.). *You do need to contact 911 and CSUPD in this situation.*

For non-life threatening injuries:

1. *Stay with the injured party.*
2. Notify the athletic training staff.
3. The athletic training staff will assess the situation and direct appropriate actions.
4. The athletic training staff is responsible for completing incident/accident reports.

For life threatening injuries where EMS and CSUPD is contacted:

1. Call 911
2. *Stay with the injured party.*
3. Notify the athletic training staff via runner.
4. The athletic training staff.
5. Athletic training staff will radio the Recreation Supervisor and update them with the progress of the situation and what care has been given.
6. Immediately contact the Campus Recreation Professional on call. If you leave a message, include a brief description of the event, the name of the participant involved and the actions that have been taken. **Continue to call the other Campus Recreation Professional Staff (and their supervisors) until someone answers! If you cannot reach a Campus Recreation Professional continue calling up the department Emergency Communication Tree until you have notified a full-time staff professional of the situation.**
In the event of a life-threatening incident, immediately assist CSUPD to sequester and obtain witness accounts from observers and / or individuals who assist student staff in an incident.
7. Once the person has been cared for, the athletic training staff is responsible for completing incident/accident reports.
8. Do not leave the scene until a Campus Recreation professional has indicated you can do so.

If there is a potential safety problem on a field or with any facilities or equipment, please notify the Sport Clubs Office (491-2116) as soon as possible so that problems can be resolved or potential injuries can be prevented

Travel and Off-Campus Emergency Action Plan

Chain of Command

1. EMT/Ambulance
 2. Athletic Trainer
 3. Host's on-duty staff
 4. Sport Club Safety Officer
 5. Other Sport Club officer or member with highest level of medical training
- If EMT/Ambulance is ON SITE, they will take command
 - If EMT/Ambulance is NOT ON SITE the next person on the chain of command will take command

EAP Roles

1. **Initial Responder:** Designated by the chain of command – In addition to responding to the emergency situation and providing initial care for those in need this person is charged with controlling the situation, keeping others calm and collecting, and working to ensure the safety of others involved/nearby.
2. **Call Person:** Appointed by the Initial Responder – Responsible for calling 911, emergency services, and/or others as directed by the Initial Responder.
3. **Sport Club Members:** Will aid in crowd control and assist the initial responder in all possible ways, and will provide their account of event for incident report

During an Emergency

1. Initial Responder will assess the situation, designate a Call Person, and provide immediate care, as necessary.
 - NEVER move a seriously injured person unless their life is in immediate danger
2. Call Person dials 911, as appropriate, and relays information to emergency services

- Call Person is responsible for meeting emergency services and directing them to the scene of the emergency
3. Sport Club Members aid the Initial Responder in what is needed
 4. Sport Club Safety Officer, or other officer in their absence, notifies Assistant Director of all emergencies, and life threatening and serious injuries as soon as possible.
 - Minor injuries do not need to be reported immediately, but Incident Report must be submitted to the Sport Club Office no more than 24 hours after the completion of travel
 5. Safety Officer completes Incident Report and submits to Sport Club Office no more than 24 hours after the complete of travel

Accident Report

1. Accident reports should be filled out legibly and completely using only facts. Use ink, not pencil.
2. An accident report will be completed for all incidents in all Campus Recreation programs as determined within each program area.
3. Travel kits have handouts with on-campus and off-campus resources to provide to patrons following injuries.
4. Accident reports are not to be copied and given out. They are department documents only. Should a person need a copy of their accident report, they will need to contact the Colorado State University Office of Risk Management.

Travel Kits

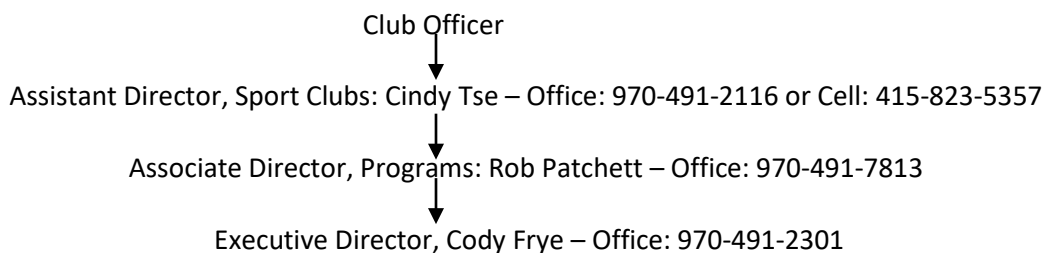
1. Teams MUST have check-out and update travel kit for ALL off-campus travel
2. Travel kits include;
 - Updated team emergency contact information
 - Contact information for the Assistant Director, Sport Clubs
 - First aid and athletic training type supplies
 - 10 blank incident report forms
 - 2 black ink pens

Emergency Notification Plan

The Assistant Director, Sport Clubs must be notified as soon as possible following

- All emergency situations
- Life threatening injuries
- Serious injuries
- Major and minor vehicle accidents/incidents

Following any of the situations listed above, and whenever a club member feels it is prudent to do so, but only after activating the EAP outlined above, clubs should notify the Assistant Director, Sport Clubs. If the Assistant Director is not reached, a message should be left and then the Associate Director, Programs should be notified. If the Associate Director, Programs is not reached, a message should be left and then the Director, Campus Recreation should be notified. If the Director, Campus Recreation is not reached, a message should be left and then the Executive Director, Campus Recreation should be notified.



Motor Vehicle Accidents

Any incident involving a motorized vehicle, minor or major, must be reported as soon as possible.

Debriefing

- After emergency response situations, the department will review the incident with staff and students involved.
- This review should include factual events, emotional impacts/support, and updating of department's plan for future emergencies.
- When needed, additional support personnel from on campus will be contacted for assistance.

Emergency Phone Procedures

Call Emergency Number: 911

My name is: State your name

I am calling from: State, as specifically as possible, the location from which you are calling.

There is a possible: State the type of injury / incident (*seizure*)/*emergency*.

The person is: State their condition (*not breathing and turning blue*).

We need: State the type of rescue service (*an ambulance*) to respond to:
Identify the exact location.

Be prepared to provide additional information to dispatcher:

Gender

Age

Known medical conditions

Known allergies

Symptoms of situation

For fights: number of people involved and types of weapons involved

Never talk to the media! Please direct all questions to the Assistant Director of Sport Clubs

Remember, **any injury** that occurs during club activity must be reported to the athletic training staff.

Missing Persons Procedures

Sport Clubs draw a significant amount of spectators to their events. In these large gatherings, it is a highly possible situation that someone will become detached from their group and may become lost. It is extremely important that the Sport Clubs do not take this issue lightly and follow protocol precisely.

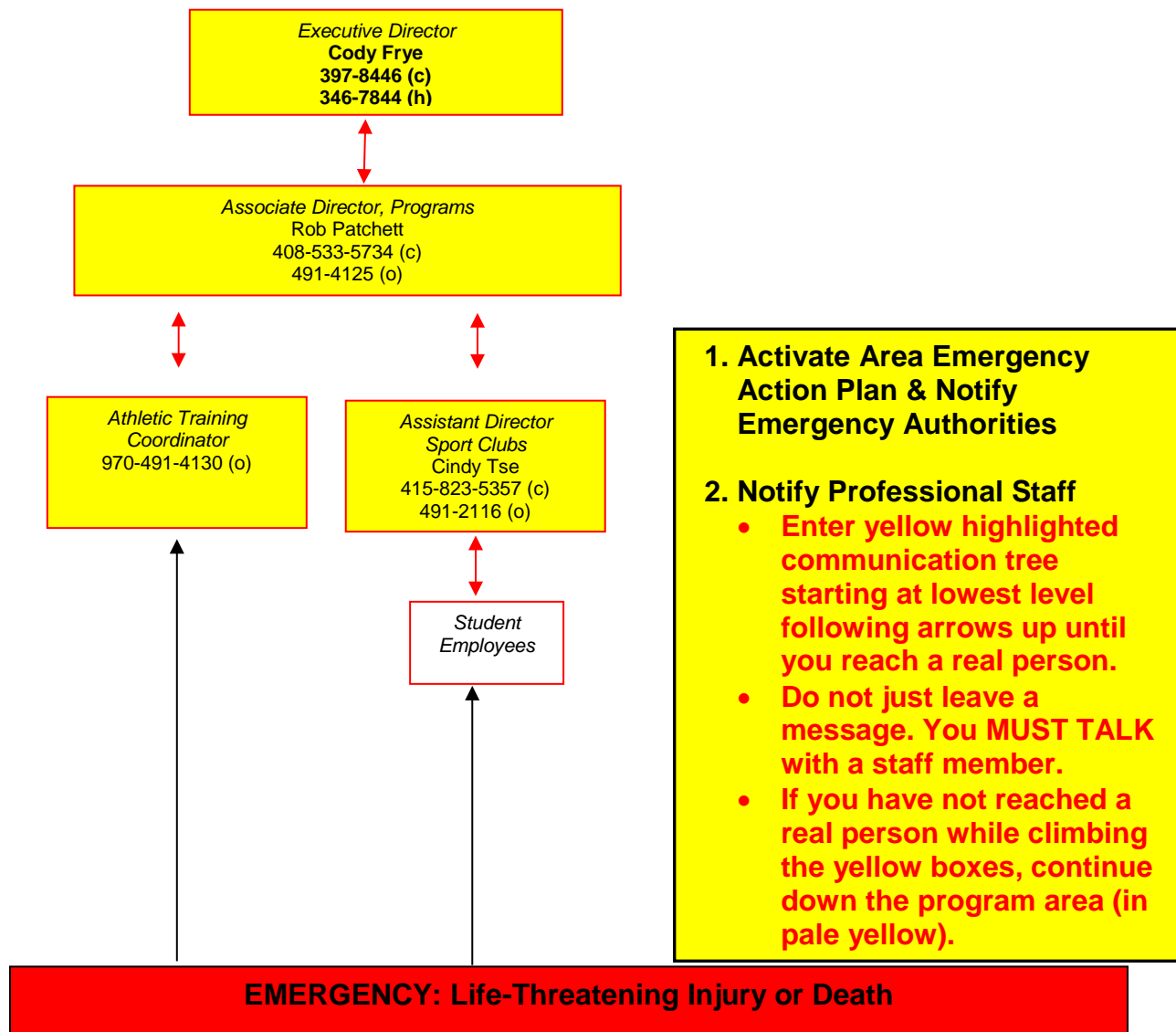
Missing Persons Protocol:

1. Obtain a detailed description of the person
 - Name, gender, age, hair color, eye color
 - Approximate weight and height
 - What the person is wearing, color and type of clothing, shoe color and style (most important)
 - Location of where the person was last scene
2. Call the campus police at 911. This step occurs in combination with step 1.
3. If missing person is a youth and is found accompanied by someone other than the parent or legal guardian:

- Use reasonable/undetectable efforts to delay the departure of the adult accompanying the child.
 - Do not disclose to the individual that you know what they've done or are doing. This minimizes the risk to the child.
 - Do not put you, the child, or other patrons at risk
 - If accompanying adult leaves, get a good description of them, along with vehicle, license plate, and direction of travel if possible.
 - Be an excellent witness – notice details – clothing, hair color, scars, tattoos, etc.
 - Provide information to police.
4. Documentation – Complete incident report even if person was just lost.
 5. If person is not located, activate department Emergency Notification System by contacting the Assistant Director for Sport Clubs.

Sport Club members should keep track of each other while on the road. Clubs are encouraged to develop an accountability system for their members so no one is left behind at any venue.

Emergency Communication Tree Sport Clubs Program - Upstream



Inclement Weather

Inclement weather will close outdoor fields for practice and/or competition. The Sport Clubs professional and student staff will determine when this will occur. The following situations will ALWAYS warrant cancellation:

- Tornadoes, Floods, Lightning
- Standing water on the field
- Snow or Ice
- An activity that damages the field

Sport Club officers should call the Sport Club office (491-2116) for field closures. Sport Club Student Advisors will update the phone hotline and website if fields are closed.

- Field closure decisions are usually made by 3:00pm.
- If teams want to schedule indoor time, these requests are taken on a first come, first-served basis and sport club officers should email or call the Assistant Director Sport Clubs

Tornadoes

Tornado Watch: Means the conditions for a tornado are present in the atmosphere.

Tornado Warning: Means a tornado has been sighted. Outdoor practices and competitions should be ended immediately and all equipment should be secured. All participants and supervisors should leave the site and seek shelter. Indoor participants should seek shelter away from windows, preferably in a basement or low-lying area.

Fire

- Know where fire alarms and fire extinguishers are located.
- Stop activity, sound fire alarm and evacuate the building to an area at least 150 feet from the building.
- Call 911 and give precise location, your name and phone number. Stay in an area where you can direct police or firemen.
- Once out of the building, **DO NOT RE-ENTER** and do not let anyone else into the building until told to do so by university official.

Sports Area Lightning Policy

The Sport Clubs program follows the University policies and procedures for lightning and activity cancellation. A Thor Guard lightning prediction and warning system has been installed at the CSU Campus.

How it works:

- The sensor constantly monitors atmospheric conditions that can cause lightning within a 2-mile radius of the sensor and sends a signal to the horn when a danger threshold is passed.
- Once the unit detects eminent lightning threat is present, the horn assemblies will sound a **“red alert” alarm; one - 15 second long blast** from the horn and a strobe light on the assembly begins intermittently flashing. The strobe light is located on the roof of the Student Recreation Center and is visible from the fields. This is a warning for people to seek appropriate shelter for the duration of the red alert period.
- Due to the unpredictability of weather patterns it may be possible for the “red alert” to sound multiple times within an hour or even sound when there appears to be no danger (i.e. clear skies).
- When the Thor Guard sensor detects that the danger has passed (a minimum of 10 minutes after the original alarm)it will send the **“all-clear” signal, three separate - 5 second blasts from the horn, and the strobe light will stop flashing.**
- After the all-clear signal has sounded, it is safe according to the Thor Guard System, to resume outdoor activities.

What to do when the Thor Guard system activates:

- All outdoor activities must cease during “red alert” periods to protect all users of these sites!
- Club officers are responsible for directing all participants to seek shelter in the Student Recreation Center. (Please note that the shade area between the outdoor Sport Buildings is not an approved shelter.)
- All other Sports Area staff should seek shelter in the Sport Building.
- All equipment must be left on the fields when the alarm is activated.
- Club participants are responsible for removing all equipment after the all-clear signal has sounded and it is safe.

The Thor Guard system is not infallible and common sense should still govern-- if the conditions do not appear to be safe to resume activity it is best to wait until the weather circumstances change regardless of an all clear from Thor Guard.

FAILURE TO ADHERE TO THE LIGHTNING POLICY WILL RESULT IN DISCIPLINARY ACTIONS!!

CLUB FINANCES

The Sport Club Program is operated entirely by student fees, club dues, and Sport Club fundraising. Sport Clubs must also raise their own money to meet their budget through dues, donations and other fundraising initiatives.

Sport Club Advisory Board

The board advises the Assistant Director Sport Clubs and other Campus Recreation management staff on all club related matters. The Sport Club Advisory Board finalizes distribution amounts of the allocated student fees sum among the individual sport clubs based on several criteria. The first step in club finances is to develop a budget for the sport club. Budget development occurs once per year during the fall semester, in order to meet the University budget development process which occurs in early January. The Sport Club Advisory Board is made up of approximately seven current or former sport club officers. The board may also have one coach or faculty advisor member at a time. Each club may only be represented by one member of the board at a time.

Budget

The first step in club finances is to develop a budget for the sport club. Budget development occurs once per year during the fall semester, in order to meet the University budget development process which occurs in early January.

Steps for budget development:

- Review the club expenditures for the two most recent semesters to evaluate how the club budget was spent.
- Consider the clubs plans for the next year (types and amounts of expenditures v. income)
- Develop a realistic budget for the club plans.
- Meet with the Sport Clubs Advisor to discuss your budget proposal.
- Submit the budget by the date assigned from the Sport Club Office.

The Sport Clubs office staff is willing to meet with officers to answer questions in the budget development process.

How to Receive Allocated Funds

In order to receive allocated funding, each Sport Club must submit a Budget Request and a completed Annual Report.

The club will receive an allocation from the Sport Club Advisory Board based on their proposed budget and the Points Allocation system.

Any allocated funds will not be available until the start of the next fiscal year (at least August 1).

Annual Report

The Annual Report is the opportunity for the club to provide summary information regarding the club. This information allows the SCA Advisory Board to determine the health of the club within the Sport Club Program. Officers should take the completion of this report seriously and provide complete information in response to all questions. The Annual Report is required and due by 5PM on the last business day of March.

**Colorado State University
Department of Campus Recreation**

Sport Clubs: Point Allocation System

Sport Club Budget Allocation Process: Best Practices

Sport Club Funding will be allocated to clubs according to each individual club's fulfillment of Best Practices. Points will be awarded to teams as outlined in the Best Practices overview. The total allocation dollars available each year will be divided by the cumulative number of points earned by all clubs throughout the academic year. This will determine a dollar value to be assigned to each point. Each team's earned point total will then be multiplied by this value to determine their allocation amount.

Best Practices Overview

Clubs will earn points each year from the first day of the fall academic term through April 15th of the same academic year. Points earned will determine the individual club's allocation amount for the following academic year.

SLiCE Registration

Clubs must complete the process to be recognized by SLiCE as a Recognized Student Organization each year.

- Registration complete by August 30th – 10 points
- Registration complete after August 30th – 0 points

Sport Club Registration

Clubs must complete a registration process each year with the Department of Campus Recreation Sport Clubs program.

- Registration complete by August 30th – 10 points
- Registration complete after August 30th – 0 points

Canvas Quiz

Each officer must complete the online canvas quiz each year.

- Quiz complete by September 30th – 5 points per officer
- Quiz completed after September 30th – 0 points per officer

Annual Budget

Clubs must complete and submit an annual budget. Budget templates will be provided in mid-October

- Budget submitted by November 30th – 20 points
- Budget submitted after November 30th – 0 points

Officer Trainings

Officers must attend specific officer trainings each fall and each spring semester. Points will be awarded based on attendance taken at each training session.

- Trainings – 10 points per officer per training attended
 - o 100 possible points – 5 officers, 1 training each semester

Coach Trainings

Coaches must attend trainings each semester. Three trainings will be offered each semester with coaches required to attend at least two of the three. Attendance at trainings must be appropriately documented with the Assistant Director, Sport Clubs.

- Trainings – 10 points per coach per training attended

Peer Education Sessions

The Peer Education and Development Officer must lead or organize a minimum of one developmental session each fall and each spring semester. Sessions must be approved and appropriately documented with the Assistant Director, Sport Clubs.

- Required development session per semester – 30 points

- Each subsequent session – 15 points

Community Service

Every club member is required to complete 5 community service hours each year. Completed hours must be approved and appropriately documented with the Assistant Director, Sport Clubs.

- Fewer than 50 percent of members complete required hours – 0 points
- 50 to 59 percent of members complete required hours – 10 point
- 60 to 69 percent of members complete required hours – 15 points
- 70 to 79 percent of members complete required hours – 25 points
- 80 to 89 percent of members complete required hours – 35 points
- 90 to 99 percent of members complete required hours – 50 points
- 100 percent of members complete required hours – 75 points

Club Awareness and Marketing

- Updated and active online presence via website, Facebook, or Twitter – 5 points

Clubs can also earn points each time they take advantage of an opportunity to actively promote the club to the campus community and incoming CSU students. This can include attending orientation sessions, tabling on campus, participating in student organization fairs, and other similar events. Events must be approved and appropriately documented with the Assistant Director, Sport Clubs.

- Participation in each activity, per approved event – 5 points

Travel and Competitions

No maximum on points possible

- Each day there is a home game, competition, tournament or event – 5 points
- Each day there is an away game, competition, tournament or event – 10 points
- Additional points awarded per competition greater than 150 miles away – 2 points
- Additional points awarded per competition greater than 300 miles away – 4 points
- Additional points awarded per competition greater than 500 miles away – 8 points
 - o Bonus points awarded from only one category per trip. Example, if a team plays a game 350 miles away they would receive 14 total points for that competition.

Fundraising

No maximum on points possible. Fundraising events must be approved and appropriately documented with the Assistant Director, Sport Clubs.

- Each fundraising event raising up to \$500 – 5 points
- Each fundraising event raising between \$501 and \$1500 dollars – 10 points
- Each fundraising event raising between \$1501 to \$2500 dollars – 15 points
- Each fundraising event raising greater than \$2500 – 20 points
 - o Collection of club dues does not count as a fundraising event

Safety Certifications

Each club is required to have two members certified via the American Red Cross in First Aid and CPR/AED for the Professional Rescuer. Certifications must be appropriately documented with the Assistant Director, Sport Clubs.

- Two members, inclusive of the Travel Chair and Safety Officer, with documented current certification, prior to the last day of September each academic year – 20 points
- Each addition member certified and properly documented prior to the last day of September each academic year – 5 points (maximum 15 points)

Academic Success

- Cumulative club GPA of 3.5 or higher – 50 points
- Cumulative club GPA of 3.0 or higher – 30 points
- Cumulative club GPA of 2.5 or higher – 15 points

- Cumulative club GPA below 2.5 – 0 points

Monthly Meetings

- President in attendance – 5 points per meeting
- Additional officers in attendance – 2 points per officer, up to 4 additional officers per meeting
 - o Example: If your President plus two additional officers attend a monthly meeting, you will receive 9 points for that meeting.
 - o If the team is at fault for missing a meeting, they can earn 3 points for rescheduling and attending a make-up meeting. No additional officer points will be awarded for make-up meetings.

Officer Transition Meeting and Form

Each November or April, dependent on when clubs transition officers, clubs must complete an officer transition form. All outgoing and incoming officers must schedule and attend an officer transition meeting with their appointed Sport Club Student Advisor.

- Officer transition form completed prior to the end of November or prior to April 15th – 15 points
- Attendance at officer transition meeting – 2 points per officer in attendance (maximum 20 points)

Faculty/Staff Advisor

Each club must have a faculty/staff advisor. The club must submit the completed advisor agreement form to the Sport Club Office prior to the last day of September each year. This form must be completed each year, even for returning advisors.

- Form completed and on file – 5 points

Annual Report

Each club must complete and submit an annual report each year. The Sport Club Office will provide guidelines and a general outline for the report. Reports must be submitted by 5PM on the last business day of March each year.

- Report appropriately submitted on time – 25 points

Generated Funds

- Generated funds 7+ times greater than allocated amount – 50 points
- Generated funds 6 times great than allocated amount – 40 points
- Generated funds 5 times greater than allocated amount – 30 points
- Generated funds 4 times greater than allocated amount – 25 points
- Generated funds 3 times greater than allocated amount – 20 points
- Generated funds 2 times greater than allocated amount – 15 points
- Generated funds at least equal to allocated amount – 10 points
- Generated funds less than equal to allocated amount – minus 20 points
 - o Points awarded from only one category listed above

Expenditures

To help maintain balance when allocating funds between clubs with very large and very small budgets, each club will receive 1 point for every \$1000 in expenditures during the current fiscal year.

Violations

Clubs will begin with a balance of 35 violation points each academic year. Points will be subtracted as outlined below. It is possible for clubs to end the year with a negative violation point balance. Clubs experiencing no violation related matters throughout the course of the year earn the full 35 points.

- Failure to notify Sport Club office of practice cancellation no later than 5PM the day before practice is being cancelled, or by 5PM on Friday for Saturday and Sunday practices. : -5 points
- Failure to notify Sport Club office at least 48 hours in advance of known game cancellations or change in game time and/or location: - 10 points

- Failure to complete travel requests at least 10 business days prior to the first official day of travel: - 10 points
- Failure to complete post-trips within 14 calendar days of the official completion of the trip: - 10 points
- Failure to appropriately collect waivers and signatures from visiting club members: - 10 points
- Allowing an individual who has not officially been added to the roster through the Sport Club office to participate with the team in any way: - 5 points
- Allowing a member on academic probation, who has not been cleared for participation by the Assistant Director, Sport Clubs, to participate with the team in any way: - 5 points
- Initiating and/or implementing fundraising, sponsorship, or donation activities, or receiving gifts in kind, without prior approval from the Sport Club office: - 10 points
- Any incident referred to Conflict Resolution and Student Conduct Services: -35 points
 - o The list above is not all-inclusive. Other violation points may be assessed as deemed necessary and appropriate by the Assistant Director, Sport Clubs

Requirements for All Clubs

- Membership is a National or Regional Sports Association that offers collegiate competition culminating in a collegiate regional or national tournament
- Minimum of 10 active competing members
- Follow CSU Sport Clubs rules/guidelines and submit all appropriate paperwork on time
- Be financially sustainable without assistance from the Sport Club program

Removal from Sport Club Program

Individual sport clubs may be removed from the Sport Club program by the All University Hearing Board, or Assistant Director, Sport Clubs. Individual Sport Clubs may be placed on probation or removed from the program for any justifiable reason.

Clubs can be placed on probation or removed from the Sport Clubs program for any of the following actions:

- Operating club account in a deficit
- Fails to maintain the standards to be a sport club
- Failure to complete required paperwork
- Violations of the Student Code of Conduct
- Participation of ineligible students/non-students
- Any disciplinary action as defined by All University Hearing Board
- Any reason determined by University Staff

Supplemental Funding

- Can only be used for a season culminating, post-season, game/tournament/competition that requires qualification in order to be able to participate (e.g. Nationals, Regionals, etc.).
 - o If a team participates in a league that does not have post-season play, National and Invitational type events will be considered on a case by case basis.
- Club must complete supplemental funding request form, which will be reviewed by the Sport Club Advisory Board
- Club may submit request prior to or after the completion of their trip, but money will not be distributed to the club account until the Sport Club Advisory Board has reviewed and approved the request

- If funds are transferred to the club's account prior to travel, and travel is cancelled, the money will be removed from the club account. If this creates a deficit, it will be the club's responsibility to deposit enough money into the club account to remove this deficit within one week
- If funds are transferred to the club's account prior to travel, and the number of travelers decreases, money will be removed from the club account based on the number of travelers removed, as it aligns with the supplemental funding allocation guidelines
- If the number of travelers increases after a supplemental funding request is approved, the amount of supplemental funding will not be increased
- Clubs can apply for supplemental funding once per academic year, provided they are in good standing. Good standing will be defined as;
 - The club is not on probation or suspension with either Campus Recreation or Colorado State University
 - The club has completed the Sport Clubs registration process for the current academic year
 - The club has completed the SLiCE registration process for the current academic year
 - The club has completed the Faculty/Staff Advisor agreement for the current academic year
 - The club has provided proof of the necessary safety certifications for the required number of safety officers for their club for the current academic year
 - The club has a cumulative team GPA of at least 2.0
 - The club has traveler profiles of file for each of the five required officer positions
- To be eligible for supplemental funding, a club must have generated funds at least equal to their current fiscal year allocation amount
- Each fiscal year, the Assistant Director, Sport Clubs will budget a variable dollar amount for supplemental funding. Once the allotted amount has been allocated, there will be no additional supplemental funding for the fiscal year.
- Clubs will be awarded supplemental funding using the following guidelines;
 - \$200 base amount awarded for qualifying trips
 - 5% of total trip cost
 - If driving 500 miles or fewer each way - \$10 per traveler
 - If driving 501 miles or more each way - \$15 per traveler
 - If flying - \$25 per traveler
- While a supplemental funding request may never be more than the amount calculated using the standards listed above, the Sport Club Advisory Board may use their discretion to reduce the amount of supplemental funding awarded if there are multiple club applications for a limited amount of remaining funds.
- Clubs that have not generated at least their allocated amount for the fiscal year are not eligible for supplemental funding.

Other Funds

Several other means by which a Sport Club can attain money is through dues, donations, and fundraising. The Sport Club should consult with their advisor and/or the Assistant Director to assist with fundraising ideas.

MANAGING CLUB FINANCES

All club finances are tracked via the usage of a number of forms. All forms have the most recent directions for completing the form contained on the form. Officers should utilize the directions and other information on these forms to complete the form in a timely and correct manner.

Club Account Sheets

Every sport club has an account sheet that is accessible through Blackboard-RamCT. This account sheet shows all account activity and current balance. If a sport club has spent money and it is not showing on the account sheet, bring it

to the attention of the sport club office. The same goes for deposits. The club accounts sheets demonstrate the financial health of the sport club and should be reviewed by the president and/or treasurer on a weekly basis. The club account sheets also include a description of the items on the account sheet and what they mean.

Use and Types of Funds

All clubs receiving “allocated funds” from the University should generate additional revenue “generated funds” during the fiscal year to support the club. Allocated funds can only be used in certain ways, whereas, the club may spend “generated income” however it wishes as long as it is consistent with University policy (i.e. no alcohol).

Allocated Funds

Allocated funds may be used for the following budgetary items:

- Office:
 - copying, poster board, markers, telephone
 - advertising (Collegian, Student Involvement Fair, etc.)
 - shipping and handling fees
- Travel:
 - transportation – allowances will be made for the least expensive method available
 - lodging costs
 - entry and registration fees
- Equipment:
 - uniforms or supplies that belong to CSU (stays on campus not with athletes)
- Additional:
 - rental of facilities when CSU facilities are not available; no provisions will be made for storage of equipment
 - regional or national affiliation dues
 - payment of officials or referees

Note: All unused allocated funds will be returned to the supplemental funds account at the end of the academic year.

Generated Funds

Sport Clubs are expected to generate additional revenue during the fiscal year to support the club. The club may spend this “generated income” however it wishes as long as it is consistent with University policies (i.e. no alcohol).

Generated income could include, but is not limited to:

- Player dues
- Donations
- Apparel sales
- Event admission
- Fundraisers

Depositing Funds in the Sport Club Account

All revenue from money making projects and all membership dues must be deposited in the club’s account.

Bring completed deposit or donation form and money to the Sport Clubs Student Advisor/Staff for review prior to submitting it for deposit with the Fiscal Accounting Staff.

Cash and checks should be deposited when received. Checks over 6 months old are stale and banks do not honor them for deposit. Make all deposits at least a day before requesting funds.

The following is a statement issued by the cashier's office concerning late check deposits:

"The holding of checks for an extended period of time is not good business practice and violates University policy. In addition, such practices increase the possibility of checks not being honored by banks due to stale dates, accounts being closed, or payments being stopped. There is also the increased possibility of the check being lost or misappropriated."

Types of Deposit Forms

- **Credit Card Payment** – To make a credit card payment, officers must go to the Sport Clubs office and check out the credit card forms. All forms checked out must be used or returned to the Sport Clubs office. Credit card payment form must be completed and signed by cardholder for each transaction.
- **Deposit Form** – Deposit forms are used to deposit dues, sponsorship or merchandise money. **DO NOT USE FOR DONATIONS!**
- **Donation Form** – Donation forms are used to deposit donations and to note the information about a specific donation. Donation forms are different from the deposit form. If a gift or good is given for incentive to donate, the cost of the good is taken off of the donation amount, thus affecting the total donation at the bottom of the form. It is important that donors understand and are informed of this when making a donation.

Example: Baseball wants to give away a baseball cap with \$75.00 donation

Baseball Cap = \$15

Donor's Tax Deductible Donation = \$60.00

Checks should include:

- Club Name
- Name and Address of check writer
- Should not be more than 6 months old
- Both the numerical and written number should match

Refund of Dues

Sport Clubs have a no refund policy on all funds deposited into Sport Club accounts. Please contact the Assistant Director of Sport Clubs with any questions you may have regarding this policy.

Bad Checks

Sport Club members should make sure they have money in their account before writing a check to the club. Bad checks are processed by the University. When a club member writes a bad check, the Sport Club program is notified and they notify the club regarding the individual who wrote the bad check. The club has no recourse to assist the individual who wrote the check.

Stopped Payment on a Check

Stopping payment on a check to the university needlessly creates a collection item in both the Bursar's Office and Special Assets. If the checks are cashed by the club in question and the payment is allowed to go through, refunding back to the customer the amount of the payment will resolve the account simply and efficiently without involving any other campus departments and without costing the customer additional fees. If a student has written a check to a sport club and at a later date declines or is denied membership in that club, please simply have the Sport Club in question issue a refund to the customer from that club's fund.

Loans to Clubs

As a matter of practice, the Sport Clubs Office does not loan money to Sport Clubs. Clubs can get loans from the Sport Clubs Office only if the club has guaranteed funds that are coming into the club account. Examples of guaranteed funds include, money from donation letters that have been received, but haven't cleared by the CSU Foundation or money that is owed to a club from a reputable business. Club officers must meet with the Assistant Director of Sport Clubs to discuss the possibility of a loan to the club. All loans must be repaid in the same fiscal year.

Sport Club Online Donation Pages

Each club has an active online donation link which can be found through the Campus Recreation Sport Clubs webpage. Clubs are encouraged to direct potential donors to this page for donations.

Flea Market

The Flea Market, located in the Lory Student Center across from the University Bookstore, is available for use by recognized student organizations and University departments to disseminate information, fundraise, and sponsor vendor sales. The Flea Market also runs a “hot list” of student organizations who want to sponsor non-CSU vendors in the Flea Market. The student organization receives \$75 per day as a sponsor fee.

Lory Student Center Theater

The Lory Student Center Theater can be rented out to host movie/video viewings. Clubs can use these events as fundraisers.

Vending Tables

Vending tables can be used by University Departments, recognized student organizations, and non-CSU vendors that are sponsored by an on-campus organization. All of these entities can reserve space in the Flea Market for a total of 10 days per academic year. Make reservations well in advance to guarantee a table. There is no fee for an information table; however, there is a \$5.00 fee when selling items. Payment must be received five days prior to scheduled time. For more information, call 491-1114.

Expending Funds from the Sport Club Account

Sport Clubs expend their funds in a number of different ways. All expenditures should be preapproved by the sport club officers and a sport club office staff member. This ensures that the appropriate forms have been used, documentation is correct and appropriate paperwork is attached.

Types of Expenditure Forms (forms located in the file cabinet outside Sport Club window)

Purchase Request – a Purchase Request form must accompany all purchase expenditures. Forms must be signed by an officer and a Sport Club staff member, unless:

- Invoices over two months past due may be paid without officer signatures.
- Purchases that are overridden will be posted on the Student Account Sheet.
- **Official/Coach Payment Form** – In order for an official/coach to be paid, officers **AND** Coaches/Officials must complete must complete Form. If an official/coach has never worked for CSU before, they must also file the W-9 form located in the file.
- **W-9 Forms** – These forms must be completed for an official/coach can be paid.
Combine with descriptions of Purchase request form

Tax Exempt Status

Colorado State University claims tax-exempt status as a political subdivision of the state by virtue of Section 115 of the Internal Revenue Code of 1986. A letter with CSU’s tax exempt information is available from the Sport Clubs office if the vendor requests a copy or to take with you to Colorado hotels/rental companies. Tax exempt status is not available when making purchases outside of the State of Colorado.

Purchase Request Form

The Purchase Request Form must be utilized for all purchases made by a club regardless of the final payment method (IMO, P-card, Purchase Order). Instructions and important information about completing the form are included on the back of the form. All purchases must be preapproved. This preapproval takes into account the type of expenditure and the budget for that expenditure.

A Sport Clubs service invoice (payment to individuals) or business invoices (payment to a business) must accompany all requests for payment. It will take 30 working days to get a check from the University.

Purchasing Food for Team Use

All food for team use, other than that used during travel, is considered to be hospitality and has restrictions on usage. See the Assistant Director of Sport Clubs before any hospitality occurs.

Making donations to other organizations

Student organizations and other groups that have a CSU account are not allowed to make donations from allocated or self-generated funds. However, if an organization wants to conduct a fundraiser for another entity, the following guidelines will apply:

- Donation monies must be raised through a fundraising program, which clearly states where the money will be donated; for example: "50% of the money raised from this bake sale will be donated to the relief of flood victims in Larimer County."
- Checks for the fundraiser should be made out directly to the group receiving the donation.
- Donations of any kind cannot be made to churches or political campaigns.

Purchasing Gifts/Prizes/Awards

Gifts and gift certificates are not allowed to be purchased with club account money.

It is recommended to show thanks by:

- Make a certificate of appreciation.
- Purchase a reasonably priced engraved plaque.
- Take a collection from club members to use for the purchase of a gift.

Clubs may choose to offer an award, but the club must have prior approval from the Assistant Director Sports Clubs and complete the appropriate form.

Sales Tax Collection on Merchandise Sold

- The University policy states that sales tax needs to be collected on tangible merchandise sold. The sales tax rate is 7.35%.
- Each Sport Club needs to collect tax on those sales on goods which the organization either purchases outright for resale or produced for resale (for example t-shirts, bake sales, plants, bumper stickers, hats, etc.) You do not need to collect sales tax on dues, ticket sales, entrance fees and services.

Before the sale:

Price items for sale by using the following method:

1. Calculate sales tax and add to the cost of the items (example $\$0.25 \times 1.0735 = \0.268375 round up to the nearest penny $\$0.27$). Then round up so that you will not have to deal with pennies (example: $\$0.27$ could be $\$0.30$ or $\$14.93$ could be $\$15.00$).

After the sale:

2. Count all of the money then divide by 1.0735. This figure will be the amount of profit you made. (Example: $\$25.00 / 1.0735 = 23.288$ rounded $\$23.29$).
3. Subtract the $\$23.29$ from $\$25.00 = \1.71 . This is how much taxes you collected.
4. Include the tax calculations on the deposit slip and deposit at the Recreation Center Membership Services Desk (downstairs).

Note: You are taxing the people who are buying the goods. You are not paying taxes. Vendors sponsored by an organization are responsible for collecting and remitting sales tax. If you have questions, please contact 491-6770.

Important Information about Expenditures

- If a purchase will be $\$3000.00$ or more, **STOP**, you must see the Sport Club Assistant Director before proceeding.
- Reimbursements are not allowed by the University. You WILL NOT be reimbursed for personal purchases made without prior approval from the Sport Clubs Office. If the individual responsible for encumbering funds in the name of the club does not get prior approval, he or she may have to pay for the purchase. If an unforeseen expenditure occurs, contact the Sport Clubs office immediately.

- University, Campus Recreation, and Sport Club regulations shall govern all expenditures.
- Significant advance preparation is required for all expenditures, so PLEASE PLAN AHEAD!!
- Individual club members are liable for money promised on vendor contracts that are not approved by the University contracts office or Sport Clubs office prior to signing.
- The Assistant Director of Sport Clubs cannot approve deficit spending. Should a club be in deficit at the end of the fiscal year, the following procedure will take place:
 - Allocated club funds will be frozen and the club will not be allowed to operate.
 - The club may again function as a part of the Sport Club Program after they deposit, from generated income, the amount of dollars to cover the deficit.

TRAVEL

When using the funds in your University account for travel, be aware of the many stringent regulations placed on the use of club funds by the State and University. Come by the office as soon as any pertinent information on registration or entry fee is obtained. To authorize travel, club officers must complete the required travel forms in advance. Again, plan the trip ahead of time!

Clubs must submit travel paperwork for **all** club related travel even if it is a “no-cost” travel.

Types of Travel Forms (forms located in the file cabinet)

- **Enterprise Rent a Car** – This form is used by clubs to request usage of a vehicle from Enterprise Rent-A-Car.
- **Motor Pool Vehicle Request** - This form is used by clubs to request usage of a CSU motor pool vehicle.
- **Traveler Information** – This form must be completed by club officers at the beginning of the year.
- **Travel Receipt** – This form is used to claim per diem and, mileage for drivers during travel.
- **Travel Request Forms/Travel Advance Location Map** – This file contains the blue travel request form which must be completed for ALL travel, and a map showing the location of the office from which officers receive travel advances.
- **Volunteer Approval Forms** – This form must be signed by any volunteers who will be traveling as members of a sport club. This is usually used by volunteer coaches and should be completed at the beginning of the year.
- **Per Diem sheets** –Per diem sheets are used to pay for incidental expenses on trips such as team meals, and reimbursable expenses. Forms must be filled out including traveler’s names and their signatures to reimburse expenses. Clubs cannot get reimbursed for mileage on a per diem sheet, rather, that should be included on a travel request form.

General Travel Procedure

Pre-Trip

Step 1: Visit the Sport Clubs office as soon as you have information on the trip and obtain the proper travel forms; time is needed to obtain pre-payment for registrations or entry fees and travel advances. A sport club officer should plan to spend at least 10 minutes with a sport club advisor on the pre-trip meeting. The pre-trip meeting is designed to plan for expenses and the staff recognizes that expense plans may change. Notify the advisor of these changes as they occur.

Step 2: At least ten business days prior to the trip, complete the travel request form (directions for completing the form are included with the form), including transportation and lodging information. You must also provide the Sport Clubs office a list of travelers before departing. This form also serves as the professor letter request form.

- The Sport Club office will not create professor letters with less than seven day notice.
- Athletes who haven’t completed required liability waivers will not be included on letter.

Step 3: While traveling keep all itemized receipts pertaining to the trip (gas, lodging, food, entry/registration fees).

Step 4: Upon return, again visit the Sport Clubs office with money and/or receipts; this must be completed within one week after your return. **It is a good idea to set up a post-travel meeting with the sport club advisor during the pre-travel meeting.**

Post-Trip:

A sport club officer will need to plan at least 30 minutes to meet with an advisor and finalize post-trip travel within the first week after return.

Step 1: Review each itemized description for receipts, if it was not applicable, write "n/a" on the line.

Step 2: Clarify which category was used to pay the expense (travel advance, State event card or other) on the post-trip. This may be different from the pre-trip.

Step 3: Make sure receipts match the actual expenses. If not, clarify with the advisor and attach a note to the Travel Request Sheet. **Do not tape receipts to paper, keep them loose and paper clipped to the travel form.**

Step 4: If the team used a travel advance indicate if money is due to CSU, the traveler or if the club wants to use the travel advance only.

- If there is cash remaining, the officer must take the cash and all travel paperwork to a Sport Club advisor. The advisor will review the travel advance returned, accompany the officer to the Fiscal Assistant and issue a receipt for the returned travel advance.
- If there is no cash to be returned, the Sport Club advisor takes the travel paperwork to the fiscal assistant.

Travel Reminders:

- **Clubs may be penalized via the grading and allocation process if they do not meet with the student advisors for the post-trip meeting.**
- **Sport Club advisors follow-up each trip with a phone call to the club reminding them about the follow-up meeting. Please respond to their call promptly.**
- Itemized receipts are required to verify expenses. **If receipts are not returned the officer will be held liable for all trip expenses. Please look at the dates on each receipt to insure that the receipts are applicable to the time period covered during travel.**
- The travel advance form must be completed 10 working days before the advance is needed. Sport club officers complete the travel advance form and submit it to the advisor. The advisor reviews the form for completion and then it must be taken to Sport Club Accounting Technician (fiscal assistant).
- Money left over from a travel advance may not be utilized for expenses other than travel and it should be returned with travel paperwork to the Sport Club Accounting Technician (fiscal assistant).

The following items can't be reimbursed:

- Personal expenses
- Travel insurance
- Traffic/Parking fines
- Minor costs from accidents and thefts

In addition to the above mentioned forms, each club officers are required to complete the following forms at the beginning of each school year:

- CSU Travel Authorized Volunteers Travel Approval Form

Liability

Duly authorized University representatives may be provided liability protection if the use is consistent with their responsibilities. The State may provide liability protection on the use of Transportation Services (Motorpool) vehicles if the student(s) driving are "authorized volunteers" (State Statue CRS 24-10-101 et seq) and the use is consistent with the destination and purpose of the documented travel. While a student organization in itself cannot be an "authorized volunteer," individual members may be classified as such if their travel meets all criteria of this policy. The statute requires compliance with three important factors to qualify as an authorized volunteer: The individual(s) driving must in all cases be acting,

1. At the request of the University,
2. Under the control of the University, and
3. For the benefit of the University.

Authorized volunteer forms are available in the SLICE office and Recreational Sports Office or on the office web pages. No State liability protection is provided for any personal or other unauthorized use of a vehicle.

Thus, even if the vehicle is being used primarily for an authorized purpose, protection does not exist for any deviations from the designated purpose or authorized destination(s). Furthermore, no such protection is afforded when any use of a vehicle involves willful and wanton behavior, such as driving recklessly or under the influence of alcohol or other substances that impair judgment.

- Traveler Information Form
- Travel Voucher Signature Delegation Form
- Driver Agreement Form

Travel Advance Process

- When a team needs cash for travel they need to indicate why and how much on the blue sheet (The travel advance column).
- Once the blue sheet and necessary pre-travel paper work have been finalized, the advisor will contact an officer to come in and sign the travel advance.
- The Travel advance is faxed to Travel Services and the traveler is issued a check by the Bursar's Office. Travel advances are issued in check form and then can be cashed at any First National Bank Office. There is a First National Bank Office in the Lory Student Center.
- Travel advances must be submitted to Travel Services by Noon, regardless of method (drop off or fax) in order to be ready for pick up the following business day from 3:30-4:45pm at the Bursar's Office.
- Travel advances dropped off after 1:00pm will not be available until after 3:30pm the following day.

Travel Originating Out of State

There are many restrictions placed upon which agencies clubs can rent from outside the state of Colorado. Please have the club contact CSU approved travel agent, Kate Weinrich, at New Horizon Travel (970) 221-1543, to make an out of state travel or vehicle rental reservation.

Student Organization Travel Policy

All students are permitted to travel in association with the business of their registered student organization(s). As representatives and ambassadors of Colorado State University, students are expected to behave in an appropriate manner at all times. Drivers and passengers are expected to follow University policy and Federal, State and local laws. All travel must be authorized in advance by the student organization's faculty/staff advisor and/or the Sport Clubs Office, documenting the benefit and its relation to the primary purpose of the University.

Sport Clubs Travel

As representatives of Colorado State University and the Department of Campus Recreation, all sport club members are expected to conduct themselves in an appropriate manner when traveling. Member behavior can impact a club's reputation as well as the reputation of Colorado State University. The policies and procedures of the University and those articulated in this manual are in effect when clubs travel. Reports of infractions or any other activities that negatively reflect upon the University may result in disciplinary actions. Depending on the circumstances of a situation, privileges such as facilities and Student Fee funding may be frozen until the situation is resolved. Please review the Code of Conduct in this manual as well as the Colorado State University Student Code of Conduct with ALL members prior to leaving. **Travel Advances may not be taken out only for entry fees.**

All Club travel is considered "dry" travel. Alcohol and other drugs may not be used during the duration of the travel dates identified on the travel document.

Hotel Reservations

To make hotel reservations, follow the directions listed on the Travel Request Form. The Sport Clubs Office prefers that reservations may be made by a Sport Club Student Advisor on state event card prior to the actual trip. This avoids the incorrect credit card being charged. Hotel reservations made with a third party agency (e.g. Travelocity, Orbitz, Priceline) can't be charged to the state event card. Contact the hotel directly, clubs can often get a better deal than an online agency if contacting the hotel directly.

Be cautious about the number of individuals per hotel room. Some hotels are very strict and will require clubs to rent more rooms to accommodate the number of team members once you arrive. This can alter travel expenses.

Hotels expect guests to behave appropriately. Club officers are responsible for the club members in regard to hotel behavior. Clubs are representing Colorado State and if something goes wrong, they contact the Sport Club office or other offices on the campus with their concerns.

Airline Reservations

Clubs planning on traveling by plane should utilize the CSU approved travel agent, Kate Weinrich, New Horizon Travel (970) 221-1543, to determine the state's best available fare. Kate has the ability to handle the clubs needed flexibility (holding, adding/dropping tickets, group sales, etc.).

Internet Airfare Policy

CSU contracted travel agencies can offer affordable internet fares with reliable itineraries. If a club chooses to go out on their own in purchasing air fare, here are some important guidelines.

Secure pre-trip travel authorization by completing the Travel Request Form.

1. Savings: there must be at least a \$50 savings between the state contracted fare, and Kate's fare including fees. See the state contracted rates at: http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/airfares_print.PDF
2. Documentation of the amount of state cost and savings must be included with the travel request paperwork (copy of Kate's quote must be included)
3. Copy of the itinerary must also be included with the travel request
4. Reimbursement to the traveler is granted after the trip is completed
5. Each Sport Clubs team accepts full responsibility for making any changes to an internet ticket as prescribed by the internet site. Any additional fees for changing tickets during travel status will be included in the 15% tolerance calculation, per CSU's travel policy.

NOTE: Internet tickets often have added restrictions on changes to itinerary or to dates and times of travel. Use of auction-based internet airfare vendors where the itinerary cannot be determined prior to ticket purchase is STRONGLY PROHIBITED!

VEHICLES

There are currently three options available for vehicles when traveling:

- CSU Motorpool has cars, vans and busses available for in-state travel rental.
- Enterprise Rent-A-Car has cars and vans available for in-state and out-of-state travel.
- Personal vehicles.

CSU Motor Pool

When renting from CSU Motorpool, the State of Colorado provides liability insurance protection as long as the use is consistent with an individual's responsibilities. Work with a Sport Club advisor to make Motor Pool reservations.

CSU Liability

Duly authorized university representatives may be provided liability insurance protection if the use is consistent with their responsibilities. The State may provide liability insurance protection on the use of Transportation Services (Motor Pool) vehicles if the student(s) driving are "authorized volunteers" (State Statute CRS 24-10-101) and the use is consistent with the destination and purpose of the documented travel. While a student organization itself cannot be an "authorized volunteer," individual members may be classified as such if their travel meets all criteria of this policy. The statute requires compliance with three important factors to qualify as an authorized volunteer: The individual(s) driving must in all cases be acting,

- At the request of the University.
- Under the control of the University.
- For the benefit of the University.

Authorized volunteer forms are available in the Student Organizations Office and Sport Clubs Office or on the respected office web pages.

No State liability protection is provided for any personal or other unauthorized use of a vehicle. Thus, even if the vehicle is being used primarily for an authorized purpose, protection does not exist for any deviations from the designated purpose or authorized destination(s). Furthermore, no such protection is afforded when any use of a vehicle involves willful and wanton behavior, such as driving recklessly or under the influence of alcohol or other substances that impair judgment.

State-owned vehicles may not be used:

- For political, personal, non-State employer business, or religious purposes.
- For personal benefit of any individual.

Enterprise Rent-A-Car

Enterprise is the state selected rental car company. Reservations can be made by working with a Sport Clubs advisor. Drivers and passengers must be in compliance with the Enterprise policies at all times. Any damage to vehicles must be reported to the Sport Club office immediately upon return.

If a student is found to be at fault in an accident while on a trip that student will not be permitted to drive rental vehicles while on future Sport Club trips.

All drivers for Enterprise Rent-A-Car vehicles must be 21 years of age to rent or drive the vehicle. Keep this in mind when determining travel rosters.

Privately Owned Vehicles

While private automobiles provide a very cost effective means of transportation, there are disadvantages that must be considered. Liability issues should be of primary concern for organizations that choose to use personal automobiles to travel. Be sure each vehicle has appropriate insurance, current inspection and registration as required, and that individuals traveling in private vehicles understand they do so at their own risk. Drivers need to be aware that by choosing to drive, they assume responsibility for the safety of those traveling in their vehicle. This means that drivers must follow all traffic laws and safety guidelines, and should also make sure that their vehicle is in safe working condition before beginning at trip.

High-Occupancy Vehicles

There are risks associated with driving a high occupancy vehicle that need to be considered. Much data exists on the risks associated with high-occupancy vehicles. Accidents can occur more frequently when the vehicles are driven by people not accustomed to the larger vehicle's size and weight. Drivers should view the training video on the Motor Pool website prior to driving a high-occupancy vehicle,

http://www.facilities.colostate.edu/index.asp?url=vehicles/driver_training

Driver Selection

All drivers (whether in rental vehicles or private owned vehicles) will be required to complete the Driver Form. In order for an individual to be eligible to drive during sport club trip, a driver must:

- be at least 18 years of age (21 yrs. To drive a rental vehicle);
- have a valid driver's license;
- have current vehicle registration (if driving a private vehicle);
- **possess personal automobile insurance coverage;**
- agree to obey all local, state and federal traffic laws;
- agree not to drive under the influence of alcohol or any illegal drug;
- agree not to possess or transport alcohol, illegal drugs, firearms or weapons;
- agree to wear a seatbelt and require all passengers to wear a seatbelt;
- agree to abstain from horseplay, racing or other distracting or aggressive behavior;

- not permit any unauthorized person to drive the vehicle.

Safe Driving Practices

Here are some suggestions for having a safe driving experience during a club trip:

Obey all traffic laws, especially speed limits.

- Wear seat belts. The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Begin the trip well rested.
- Avoid driving when conditions are hazardous (i.e. fog, heavy rain, snow, ice, etc.) Check the weather where you are traveling through as well.
- No horseplay, racing, or other distracting or aggressive behavior.
- Plan routes in advance.
- Carpool and caravan where possible.
- Break the trip up into segments, stopping at least once every hour to 90 minutes.
- Do not consume, possess, or transport alcoholic beverages, illegal drugs or unauthorized firearms or other types of weapons.
- Carry a flashlight and approved fire extinguisher in all vehicles.
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking medication.
- Check with the Sport Club office upon departure and return.
- Have at least one cell phone per car, everyone has numbers and there are designated check-in times.
- Avoid driving between 10pm and 6am.
- Drivers should have at least 6 hours of sleep before driving.
- On extended trips, have at least one other approved driver in the vehicle. It is recommended that drivers rotate every two hours.
- A passenger or second driver should ride in the front passenger seat and remain awake at all times.
- Pull over to a safe location if a driver is drowsy and let someone else drive.
- Do not transport luggage or other items on top of large capacity vehicles.
- When in doubt, use common sense.
- If an accident or breakdown occurs, know and follow pre-established emergency procedures.

Emergency Procedures

If you are involved in an accident:

- Stop immediately and notify the local police or call 911.
- Fill out a police report (necessary for insurance purposes).
- Obtain the names and addresses of all witnesses.
- Do not make any statements as to who is at fault. Do not make any offers to pay damages. Fault or legal liability will be decided by the appropriate authorities.
- If you are driving a rental vehicle. Follow the notification and emergency procedures outlined in the rental packet.

If someone is injured in the accident:

- If a club member is transported to the hospital, at least one officer must accompany him/her. Notify parents of the player ASAP.
- If a serious injury occurs (home or away) call the assistant director at 491-2116 during business hours or 970-217-2448 ASAP. If they are not available, call the Associate Director.
- Any changes to travel plans due to bad weather, vehicle breakdown, accidents/injuries, etc., contact the Assistant --Director ASAP.
- **Please direct all questions to the Assistant Director**

Other emergency situations to consider:

- What happens if your group gets separated on the road?
- What happens if someone gets ill/needs to go home?

SERVICES AND PRIVILEGES OF CLUBS

The Sport Clubs office provides a number of services and sport clubs have many privileges as sport clubs. It is important that sport clubs follow the policies and procedures that have been put in place in regard to services and privileges.

Practice and Competition Facility Usage

Facilities coordinated for sport club use by the Campus Recreation Department include: Moby Complex, South College Gym and Pool, the Intramural Fields located south of Moby Complex, and the lounge and multipurpose rooms in the Student Recreation Center. Clubs who arrange for facilities outside the University are responsible for the arrangement and payment of those facilities. If the facility rental requires a Purchase Order for payment, the Purchase Order must be completed prior to usage of the facility.

Practice Scheduling Process

1. The practice scheduling process for the Fall Semester begins in the second half of the Spring Semester. The practice scheduling process for the Spring Semester begins in the second half of the Fall Semester.
2. Clubs are informed of the process for facility scheduling two weeks before the schedule process begins to allow clubs to plan practice needs. After the practice schedule is submitted and approved, there will be no other additions to the practice schedule. Exceptions to the practice schedule are presented to the Assistant Director, Sport Clubs.
3. Sport Club officers submit an electronic form that lists preferences for club practice times, locations, frequency, and days of each week to the Assistant Director, Sport Clubs.
4. Assistant Director, Sport Clubs works with requests to develop a draft of the practice schedule.
5. Assistant Director, Sport Clubs emails all club officers with a draft of the practice schedule allowing clubs to make modifications to the schedule and add additional practices in any open spaces.
6. Assistant Director, Sport Clubs adjusts the practice schedule as needed.
7. Assistant Director, Sport Clubs submits final schedule to Scheduling and Event Management Coordinator.
8. Scheduling and Event Management Coordinator confirms practice schedule.
9. Assistant Director, Sport Clubs emails confirmed schedule to all clubs.

Game / Tournament Scheduling Process

1. The game / tournament scheduling process for the Fall Semester begins in the second half of the Spring Semester. The game / tournament scheduling process for the Spring Semester begins in the second half of the Fall Semester.
2. Assistant Director, Sport Clubs books facilities during the scheduling period for all spaces that could be used for Sport Club games / tournaments.
3. Clubs submit game / tournament schedules as clubs receive the schedules from their governing bodies to the Assistant Director, Sport Clubs.
4. Assistant Director, Sport Clubs resolves conflicts on game / tournament schedule.
5. Assistant Director, Sport Clubs emails Scheduling and Event Management Coordinator game / tournament schedule.
6. Scheduling and Event Management Coordinator emails facility confirmations.
7. Assistant Director, Sport Clubs emails any game / tournament modifications a minimum of two weeks in advance if the request requires to Scheduling and Event Management Coordinator.
8. Facility Scheduling Coordinator emails confirmations to Assistant Director, Sport Clubs.

Game and tournament_schedules should be submitted to the Sport club office as soon as the schedule is done. All clubs should submit their schedules as this also assists the office in several aspects of club management.

Other practice/competition items:

- Regular practice and game schedules must be approved by Campus Recreation prior to use.
- Field lining requests must be submitted two weeks prior to an event. If multiple fields will be used this usually requires additional field lining.
 - Field lining is reserved for home events and competitions. No requests will be taken for lining fields for practice
 - No teams are permitted to line their own fields or use any paint to mark the cone, goals, etc. placement.
- If teams want to schedule indoor time, these requests are taken on a first come, first-served basis and sport club officers should email or call the Assistant Director.

Field Use Policy

- The last day for field usage in the fall is October 31. Exceptions to this date must be submitted for approval before usage.
- Fields open for use each spring following the week of spring break, depending on the winter field conditions. Clubs should consider alternative sites until after Spring Break.

Field Cancellation Policy

- Fields may be deemed “UNPLAYABLE” at any time by Campus Recreation staff.
- When fields are determined to be unplayable (i.e. standing water, saturation, snow, pouring rain, lack of visibility, freezing temperatures), activity is suspended and/or cancelled to avoid further damage to the field or risk of injury to individuals.
- Field Closures are usually made by 3:00pm and this is communicated on the Sport Club phone number (970) 491-3793 and the website www.campusrec.colostate.edu.
- If a sport club cancels a practice or game, notify the Sport club office immediately. This allows the staff to make adjustments with athletic training staff and to the facility reservation.

Hosting an Event

The Assistant Director must approve all on campus events before any planning begins. Facility request must be made 2 weeks prior to the date of the event. Sport Clubs are responsible for reserving the competition facility, preparing the facility for the competition date and cleaning the facility after the event.

Once the activity is identified, begin checking the feasibility of the event:

- Are the dates requested available?
- Are there any conflicts?
- Do you have the financial resources required?
- Will you need to charge higher entry fees to cover costs?
- Does the Sport Club have adequate skills to pull the event off? Will you need outside help?

At this point, if the event is still a “go” you should begin to think about preparation tasks.

Depending on the scope of the event, arrangements will need to be made concerning the following:

- Facility/Field reservations
- Contracts and agreements (facility, visiting teams, officials/referees, etc.)
- Monetary transactions (change fund/cash box, admission charges, refunds, etc.)
- Security
- Food and refreshments
- Safety and First-Aid
- Advertising (posters, flyers, ads, news releases, etc.)

- Equipment requirements (tables, chairs, public address, AV, goals, etc.)
- Set-up tear-down and clean-up
- Contingency plans for weather, lack of light, cancellation, etc.

Youth Events

Please speak directly to the Assistant Director, Sport Clubs before planning, hosting, or participating in any event involving youth participants

Alcohol at Home/Away Competitions/Events

No one, at any time, is authorized to consume, bring, or sell alcohol in/on any of the facilities on the premises of Colorado State University. Campus Police will be notified and the Sport Club disciplined if found to be in violation of this University policy.

In addition, it is the policy of the Department of Campus Recreation that no alcohol is to be consumed by any Sport Club member before, during, or after the event at the place of competition. All team travel is considered to be a “dry event” for the duration of the dates identified on the travel document. The entire Sport Club and/or individual violators will be disciplined by ASCSU Supreme Court if this is not strictly adhered to.

Campus Facilities

All facilities in the Lory Student Center, as well as the Plaza Sculpture Garden and West Lawn, (with the exception of the Flea Market, Art Lounge, and Ramskellar) are reserved in the Lory Student Center Event Planning office. The Event Planning office is located on the second floor and can be reached by calling 491-0229. Reservations for the Flea Market are made with Campus Activities, 491-1114. For Ramskellar reservations call 491-3903.

Copying

The Campus Recreation Office is equipped to copy items for Sport Clubs up to 50 per copy job. Clubs that split copy jobs as an attempt to circumvent rules will lose copying privileges. Large copy jobs, binding, and color copies should be completed at a Copy Rite center on campus. Clubs may also utilize the Student Organizations Media Room in the Lory Student Center.

Process for making copies at Copy Rite:

1. Go to the Copy Rite Center to obtain an estimate for the job.
2. Bring the estimate back to the Sport Clubs office to fill out a pink purchase sheet and get approval.
3. Take the pink sheet back to Copy Rite to complete the copies.

Incoming Mail

Incoming mail should be addressed as follows:

(Club Name)
Colorado State University
Student Recreation Center
8027 Campus Delivery
Fort Collins, CO 80523-8027

Mail is held at the Recreation Center in the specified mailbox for each club. Clubs should check their mailbox at least two times per week.

Outgoing Mail

Outgoing mail requires the use of a bar code. Bar codes are not available to sport clubs so it is best to purchase stamps and utilize those for mailing. It is suggested that clubs use the following return address on all correspondence so any returned mail comes back to the University where it can be placed in the club mailbox.

(Club Name)
Colorado State University

Student Recreation Center
8027 Campus Delivery
Fort Collins, CO 80523-8027

All packages are expenditures to the club account and should be brought directly to the Sport Clubs office and approved by two officers before mailing. Mail to Residence Halls need not be stamped and need only have name, room number and hall to be delivered. Family Housing mail requires stamps. Bulk mailing (over 200 pieces - each piece identical) may also be handled through Mail Service. Contact the Sport Clubs Office if you are planning a bulk mailing.

Web Page

Sport clubs are responsible for developing and maintaining their own website. The Sport Club office places a link to the club website on the sport club page. The Sport Club office also reserves the right to take this link off the Campus Recreation website.

Suggestions for websites include:

- Since a club's website is the window to current participants, potential participants and fans, it is suggested that the club keep the site up-to-date.
- Communicate with the Sport Club office regarding the use of Colorado State University and Ram logos.
- Make sure any website contains the following minimal information:
 - Team name
 - Contact information
 - Competition schedule/results
 - Participant roster

Social Media

Sport clubs are encouraged to maintain active social media profiles. These platforms can be very beneficial to fundraising, increasing participation, and increasing fan interactions with the clubs. Clubs are responsible for all actions on their club pages and should actively monitor comments on these pages. Clubs can face minor or major disciplinary actions based upon the actions of others on their pages.

EQUIPMENT

Purchasing

Equipment purchases are a large part of every sport club budget and should be made with the consideration of quality, cost, replacement schedule, usage, etc.

All inventory purchased from funding received by the Sport Club Advisory Board (allocated funds) becomes the property of Colorado State University. If a Sport Club becomes inactive, the equipment becomes the property of the Campus Recreation Department. The Sport Club members may decide how to handle all equipment purchased from non-allocated funds.

Equipment purchases of \$3000 or more must be purchased through a bid process.

It is required for all equipment and supplies to be shipped to the following address for inventory purpose:

(Club Name)
Colorado State University
Student Recreation Center
8027 Campus Delivery
Fort Collins, CO 80523-8027

Once new equipment is received by the department, the sport club president will be notified of its arrival. The equipment should be picked up in the Sport Club office as soon as possible, especially large orders.

Storage of Equipment

The outdoor sport shed has equipment storage assigned to 13 teams. If a club needs to store equipment, contact the Sport Club office and discuss the amount and availability of storage. Sport clubs are responsible for keeping the storage area clean and organized. Equipment in the storage area should be inventoried annually.

Inventory of Equipment

Each Sport Club is required to complete an Equipment Inventory form at the start and end of the school year to track inventory. This is extremely important when it comes to requesting money for equipment because it gives the Advisory Board a track record on how well equipment has been taken care of in the past, as well as purchase history.

Club Awards

While each individual club may have awards specific to their sport, the Sport Club office gives out awards each year for overall club efforts and success. These awards are:

Bill Hill Award for Club of the Year
Most Improved Club of the Year
Carole Becker Award for Officer of the Year
New Officer of the Year
Coach of the Year

PUBLICITY RESOURCES

While publicity for sport club events is primarily the responsibility of the individual sport clubs, Campus Recreation has a marketing office designed to assist sport clubs with advertising and promotion. Publicity of sport club events is two-fold, that occurring prior to the event designed to interest fans and the publicity after the event which communicates the success of the sport club program.

Campus Recreation Marketing

Clubs can utilize Campus Recreation marketing resources for two projects each semester. Additionally, they can advertise using Student Recreation Center advertising space once per semester. Please see the Assistant Director, Sport Clubs for additional information.

Elements of Effective Publicity

- All advertisements should include the essential information such as team, opponent, date, time, place and any sponsoring groups.
- Printed materials should be easy to read, yet distinct and eye catching.
- Time is crucial in effective publicity. Material such as posters, flyers, and table tents should be ready to distribute at least four weeks before the event. Public service announcements should be sent at least three weeks before the event.

Mail Advertising

1. Sending publicity and advertising via mail can be a public relations tool for sport clubs. The following steps should be followed:
2. Intercampus mail MUST show the name of the department and 4-digit code found in the campus directory for sorting purposes.
3. Campus Mail is limited to University business.
4. Both campus mail and off-campus mail with postage affixed can be dropped off at the Lory Student Center Information Desk or outside the University Bookstore on the main level. (On campus mail may be dropped off at the Student Recreation Center at the front desk).

5. For personal mail and parcel shipping, students can use RamPak located in the Lory Student Center.
6. Any off-campus mailing MUST either be stamped or submitted to Mail Service with complete CSU return address and account number for processing.
7. Contact Mail Services at 491-6529 with questions regarding large mailings.

Event Results

Events results should be communicated to the Sport Club office on a weekly basis from the sport club teams to the sport club advisors.

Use of Residence Hall Mailboxes

The use of Residence Hall student mailboxes is limited to federal mail, campus mail, and information regarding residence hall issues, programs, or events.

Recognized student organizations not directly affiliated with residence halls may not mass distribute fliers or other advertisements through student mailboxes, unless the items that are to be distributed are individually addressed to the occupants of the room, therefore qualifying for use of the campus mail system.

Off-campus businesses and individuals may not mass distribute fliers of other advertisements through student mailboxes unless the items are delivered through the U.S. Post Office.

Student Organization E-mail Distribution System

All registered student organizations' office or president/chair's e-mail addresses will be combined to form the student organization e-mail distribution list. This list is used to distribute information on events, activities, etc. If you would like a message forwarded to the distribution list, please e-mail the message to studorg@lamar.colostate.edu. Please e-mail in the exact format you would like to forward on to the distribution list.

Print Sources

Rocky Mountain Collegian, Lower Level of LSC

The Collegian provides a special per column inch for registered student organizations. For a copy of the complete Advertising Rates, contact the Collegian at 491-7467 or stop by the Collegian office in the lower level of the Lory Student Center.

Display Advertising

- Deadline is 4:00 p.m., two business days prior to publication. Earlier deadlines apply for special promotions and before holidays
- Ad proofs are available upon request. Deadline for corrections is 4:00 p.m. the business day before publication

Billing Procedure

Student organizations must pay with cash, check, or IMO. Pre-payment is a must.

Contact Information:

News Coverage 491-1393

Advertising 491-1146

Classified Ads 491-1686

Letters to the Editor 491-7513

Radio and Television

Radio

KCSU Campus News & Events, Lower Level of LSC

KCSU, the Colorado State University student-run radio station, can assist your club or organization by publicizing and covering any event, happening, or information of note to Colorado State University. KCSU belongs to and works for the students. KCSU is located in the Campus Media complex in the lower level of the Lory Student Center.

Free Publicity Options:

- KCSU Community Spotlight: A weekly Radio Talk Show highlighting a campus organization or club
- KCSU Public Service Announcements: Every hour on KCSU, a student DJ reads public service announcements, which are managed by the KCSU News Director
- KCSU Live Remote: KCSU can broadcast live at any campus event or activity to promote your organization or club. (Please call one month in advance for scheduling)
- Contact Information:
Sports News Department 491-7611
On-Air Interviews 491-7613
Public Service Announcements 491-1474
News Director 491-1474
Station Manager 491-7613

Television

CSU's campus television is a student-run organization. Watch CTV on channel 25 weeknights from 8:00 p.m. to midnight. Weekly coverage includes CSU, local, state and national news, CSU athletics and Sport Clubs, campus affairs, local entertainment, and videos. For publicity of any event/activity, contact CTV one week to 10 days in advance.

Contact Information:

contact@ctv11.com

Main line 491-0536

Fax 491-1690

Manager 491-6493

University Posting Policies

Academic or Administrative Buildings

To post in academic or administrative buildings or outside you may either comply with the guidelines below or contact Facilities Management at 491-0108.

- Be sponsored by an official University agency or recognized student organization
- Include the name of the sponsoring group clearly.
- Display an expiration date (usually the event date)
- Be removed within three days after the expiration date. Any materials posted in non-approved areas, not removed within three days after the expiration date, or posted by anyone other than official University agencies or recognized student organizations will be removed by Facilities Operations. Facilities Operations may also bill the posting agency or person for the cost of removal and any damages caused by the unauthorized posting
- All items posted inside academic buildings must be posted on bulletin boards. Items posted on departmental bulletin boards must be approved by the department. Do not tape flyers to windows.
- The only outdoor areas approved for posting are the poster frames and bulletin boards on the Clark Building.
- Please use masking tape as other kinds of tape are difficult to remove
- Banners may be hung from the balcony on the west side of the Clark Building A-wing on a first-come first-serve basis

Campus Activities Poster Run

The Campus Activities Center provides locked glass display cases in academic and administrative buildings, residence halls, family housing, and off-campus apartment units. The primary purpose for these cases is to market arts, entertainment and educational programs.

The Poster Run is strictly reserved for CSU departments, offices, and registered student organizations, and events they sponsor. Space is limited, so advance reservations are highly encouraged. To reserve a space, contact the Campus Information Managers at 491-1786, apply for a spot using our online form below, or stop by and see us in the Lory Student Center.

How much does it cost?

The Poster Run has 8 spots each week. Each spot is reserved for a poster that is 11X17 inches or smaller at a cost of \$30.00 per run. If the poster is larger than 11x17 inches you must reserve two spaces for a total of \$60.00. Payment is required at the time of reservation.

What information should my posters include?

The name of the sponsoring CSU organization or department MUST be PRINTED on each poster. Posters should include the date and time of the event, where applicable.

How long will the posters stay up?

The reservation fee reserves your poster spot for a minimum of one week and maximum of two consecutive weeks, as long as space is available.

When do I drop the posters off?

The posters will be hung between noon on Friday and 5pm on Monday. Posters must be dropped off at the Campus Information Services desk in the Lory Student Center no later than 10am on the Friday before the week you reserved the spot. If we do not receive the posters on time, we cannot guarantee that they will be displayed.

How many posters should I bring?

The Poster Run includes 30 on-campus locations.

Lory Student Center

To post in the Lory Student Center you must either go to the LSC Information Desk located at the main entrance, 491-6444.

Display Cases

There are locked display cases in the LSC to advertise your events. You can reserve a case for 15 days per year at the Info Desk.

Bulletin Boards

The bulletin boards located to the left of the Curfman Gallery outside the Art Lounge are for entertainment and events (on or off campus) postings only and require authorization from the Information/Box Office desk.

The bulletin boards across from Cams Corner are to be used for the following categories and require authorization from the Info Too desk:

- For Sale (no solicitation unless student orientated)
- Books/tutoring
- Wanted
- Auto/Bike

All these postings should be on the "Student Center Bulletin Boards" half-sheet form.

Brochure Rack

Campus Information Services (491-6444) maintains a brochure rack in the south hallway of the LSC near the Operation's Office. Brochures displayed in this rack must pertain to CSU, the Fort Collins community and surrounding areas. Advertisements, items can be placed in the racks for approximately six months at a time.

Chalking

This form of publicity is allowed only on horizontal cement surfaces within the Lory Student Center East Plaza (not on paving stones or walls). The East Plaza is a free speech area, which means chalking is permitted except that which violates law. Chalking must be at least ten feet away from any entrance of the Lory Student Center. Please use water-based chalk only. After seven days, chalking may be removed at the discretion of the Lory Student Center Governing Board.

Chalking is not permitted on the sidewalks immediately going into the Student Recreation Center.

Table Tents

In order to be placed in the Lory Student Center Food Court, you should contact Ken Devault in Dining Service at 491-7465. Table tents are available to be placed on a first-come, first-serve basis. They may be up from Monday through Friday. Food Court table tents may be utilized for recruitment, programming, or advertising for a campus event.

Contact Information:

LSC Food Court 491-5912

Residence Hall Cafeterias 491-6511

Flea Market

The Flea Market, located in the Lory Student Center across from the University Bookstore, is available for use by recognized student organizations and University departments to disseminate information and sponsor vendor sales. It consists of 10 tables; two tables are reserved as information tables and eight tables are for vendors. Information tables can be reserved by recognized student organizations and campus departments for distributing information for a total of 10 days per academic year. Information tables are not available for use by off-campus vendors. There is no fee for an information table. Contact Information the Flea Market Office at 491-1114.

UNIVERSITY BRANDING and LICENSING POLICIES

Branding – Apparel, Logos, Word Mark and other Guidelines

For all branding related items, including proper use of the CSU logos, please refer to the Colorado State University Sport Clubs Style Guide and contact the Assistant Director, Sport Clubs directly with any questions.

Posters, Flyers, and other Printed Materials

All recognized student organizations must use the official “Colorado State University” logo on the front of printed materials in order to identify the organization’s affiliation with the University.

All written publications should include the following statement: *The content of this publication is presented by (name of club) and does not imply endorsement by Colorado State University.*

Licensing

All vendors must be properly licensed to print and produce any item with Colorado State’s name, symbols or graphics. Please direct vendors to <http://licensing.colostate.edu/> for information on licensing.

Alcohol/Tobacco Sponsorships/Donations

Sponsorships and donations by companies that produce alcohol and tobacco products are prohibited. This policy includes breweries. When seeking sponsorships, donations, distribution of products, and/or advertising please remember that marketing/promotional materials and events are reflective of Colorado State University. Each club/team is considered an ambassador of the University and publicity, materials, t-shirts, etc. can generally be attributed to the University image. Clubs must promote positive messages.

CONCUSSIONS

Testing

Each member of the teams listed below are required to complete baseline concussion testing with the Athletic Trainer prior to practicing or competing with their team;

- Baseball
- Ice Hockey, Men's and Women's
- Lacrosse, Men's and Women's
- Rugby, Men's and Women's
- Soccer, Men's and Women's
- Ultimate, Men's and Women's
- Volleyball, Men's and Women's
- Wrestling

General Information

What is it?

A concussion is a traumatic brain injury that alters the way your brain functions. Effects are usually temporary. Concussions usually are caused by a blow to the head, they can also occur when the head and upper body are violently shaken. These injuries can cause a loss of consciousness, but most concussions do not. Because of this, some people have concussions and don't realize it.

Concussions are common, particularly if you play a contact sport. Every concussion injures your brain to some extent. **This injury needs time and rest to heal properly.** Luckily, most concussive traumatic brain injuries are mild, and people usually recover fully. (Mayo Clinic)

Signs and symptoms of a concussion may include;

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea or vomiting
- Slurred speech
- Fatigue

Some symptoms of concussions may be immediate or delayed in onset by hours or day after injury;

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

What to do if you believe you or a teammate has experienced a concussion?

If you believe you have sustained a concussion report it immediately to the Athletic Trainer. It is CSU Sport Clubs policy not to allow any athlete who has sustained a concussion to participate until cleared by a physician. Once cleared then the return to play policies can begin. Return to play is a 6 step process starting with light aerobic workouts and gradually increasing to full participation. Each step will have 24 hours in between to ensure that no symptoms arise from the previous days' workout.

Return to Play Protocol

Staff involved: Campus Recreation Athletic Trainers and CSU Health Network/Hartshorn or OCR physicians.

- When an athlete sustains a head injury or the staff is made aware of a potential injury, the Athletic Trainer (on-site personnel) will perform assessment.
- If there are any signs/symptoms of a concussion, the athlete will not return to the activity or future activities (practice, competition, weight lifting and conditioning) until cleared by a health professional.
- The Athletic Trainer will provide the athlete with a concussion home care info sheet so they are aware what to do should more serious or severe symptoms develop later on.
- If the Athletic Trainer is not on-site, Sport Clubs staff should contact the Athletic Trainer so they are aware of the potential concussion and can follow up with the athlete. Sport Clubs staff should not perform an assessment if a concussion is suspected. They should ensure the athlete does not continue play and recommend they visit the Hartshorn Health Center immediately.
- If an athlete is suspected of having a concussion, they will be referred to a Hartshorn or OCR physician within 1-2 days of the injury.
- Once the student-athlete is asymptomatic, a gradual return to play protocol will be followed.
 - Once asymptomatic, Athletic Trainer will conduct assessment and compare to baseline (if available).
 - If within 95% of baseline and remains asymptomatic for 24 more hours, can begin RTP.
 - Each RTP step has 24 hours in between to give S/S a chance to develop.
 - **RTP Step 1** – 24 hours of no physical or cognitive symptoms.
 - **RTP Step 2** – Return to school full time. Clearance by physician. Light aerobic activity (ex: 20 min stationary bike at 10-14 MPH)
 - **RTP Step 3** – Sport Specific exercises (ex: shuttle run x 10, bounding/medicine balls/vertical jumps x 3, noncontact sport drills). More advance aerobic activity (ex: intervals - 30 sec sprint (18-20MPH), 30 sec recovery (10-14 MPH) x 10, BW circuit – squats, pushups, sit ups, 20 sec. x 3)
 - **RTP Step 4** – Non-contact drills (ex: limited, controlled return to non-contact parts of practice) the athlete will be referred to a physician for approval on returning to full-contact practice.
 - **RTP Step 5** – Full-contact drills (ex: full return to practice)
 - **RTP Step 6** – Game play
 - Final clearance for returning to full contact practices and games (step 5 and 6) must be given by a physician and written documentation of that must be provided to the Athletic Trainer.

Other Questions

If you have any other questions or concerns regarding Sport Club policies and procedures, please contact the Sport Clubs office.