Sport Club Manual

2026-2027

CAMPUS RECREATION

COLORADO STATE UNIVERSITY

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Note About this Manual:

This is a living document and all policies and procedures in this manual are subject to review and change. Not every conceivable situation is explicitly covered in this manual. The Assistant Director, Sport Clubs and Coordinator, Sport Clubs reserve the right to rule and make decisions regarding any situations that arise pertaining to the Sport Clubs program.

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 30 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 for 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 and refer to 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, or pregnancy.

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 gender identity.

Sport Club Participation – Gender Diverse Athletes

Sport Club athletes may participate in all Club activities based on their gender identity. Each National Governing Body (NGB) in which the Club competes has their own eligibility policies. We encourage Club leaders, and athletes, to work with the Sport Club administrative staff regarding athlete eligibility concerns with their NGB. Please direct any questions or concerns to the Assistant Director and Coordinator, Sport Clubs.

Facilities, Support, and Education

Locker Rooms

Anyone using sports facilities on the Colorado State University campus—whether CSU athletes, visiting athletes, or other participants and attendants—shall have access to the changing, shower, and toilet facilities that accord with their gender identity. Private facilities will be made available if asked for, but transgender and gender nonconforming people will not be required to use them.

Accommodations for travel

When possible, Colorado State University athletes traveling to other schools should be assigned accommodations based on their gender identity. If requested, offer a single-occupancy room, or a room with more privacy provided when possible.

Names and Pronouns

Teammates, coaches, and other participants in sports shall refer to people by their preferred names and pronouns.

Mission Statement

The Sport Clubs program consists of diverse student organizations that celebrate, support, and affirm CSU students of all backgrounds via equity, diversity, and inclusion while actively challenging biases. The program enhances campus life by encouraging student leadership development and representation of CSU in healthy competition against other schools across the country.

1. To provide opportunities for growth and development for all members
    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 and actively participate in their campus and local communities
    d. Challenge and support students to work through the successful administration and growth of their Clubs
    e. Foster an environment that promotes collaboration, teamwork, and the development of interpersonal skills
    f. Educate Club leaders 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 Club leaders through experiential learning
    e. Create an environment in which Clubs are proud to uphold the high standards of CSU and the Department of Campus Recreation

Sport Club Program Contact Information

Assistant Director, Sport Clubs		allie.bogard@colostate.edu
Coordinator, Sport Clubs		stephen.ma@colostate.edu
Athletic Trainer, Sport Clubs	970-829-7425	csurecat@gmail.com
Sport Club Office (Student Managers)	970-491-3793	sportclubs@colostate.edu
Student Recreation Center Service Center	970-491-4699	N/A

Department of Campus Recreation Website: www.csurec.colostate.edu

2026-2027 Sport Clubs

Alpine Ski
Baseball
Basketball, Women's
Climbing
Crew
Cycling
Disc Golf
eSports
Figure Skating
Golf
Ice Hockey, Men's
Ice Hockey, Women's
Lacrosse, Men's
Lacrosse, Women's
Logging Sports
Nordic Ski
Rugby, Men's
Rugby, Women's
Soccer, Men's
Soccer, Women's
Swim & Dive
Tennis
Triathlon
Ultimate, Men's
Ultimate, Womxn's
Volleyball, Women's
Water Polo, Men's
Water Polo Women's
Wrestling

Organization and Structure

Sport Clubs

Sport Clubs are ultimately responsible for ensuring 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.

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 be eligible to participate with a Sport Club. Only active student members are eligible to serve as officers for a 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

Affiliate Membership

CSU employees and their spouse/partner with an active Student Recreation Center membership, unless otherwise prohibited by the Club's governing body.

Alumni and Guest Participation

Any alumni or one-time visiting players (for example, prospective players, practice players, or alumni competition/event participants) are permitted by the approval and discretion of the Coordinator or Assistant Director, Sport Clubs.

- Alumni and/or guest participation is contingent on the written approval of the Coordinator or Assistant Director, Sport Clubs. These requests must be made at a minimum of seven business days prior to the event.

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 prior to March 1st, the Assistant Director, Sport Clubs in conjunction with the Department of Campus Recreation Admin Team will evaluate the number and types of present

Clubs, as well as available resources, to determine whether additional Clubs can apply to be recognized as a Sport Club for the following academic year. Student organizations must meet the following minimum criteria before applying for Sport Club status.

- Must be registered as a CSU Registered Student Organization recognized by the SLiCE Office and be successful for at least one year; demonstrating effective procurement and management 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 that affords consistent and regular regional competition opportunities
- 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
- ***Must not be a duplication of a current Sport Club that already exists***

Student organizations that inherently require the use, care, 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 to inquire about resources and support.

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. This meeting should take place in the first four weeks of the Spring semester.

2. If the Club wishes to pursue recognition for the next academic year, they must submit a complete application, provided by the Assistant Director, Sport Clubs, and supporting materials by March 1st of the Spring semester, including:
   - Club's constitution including the club's stated, lawful purpose
   - 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 one to two-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 steps, the Assistant Director, Sport Clubs will provide additional information relevant to finalizing applicant Club as a newly recognized Sport Club.

- Club submits completed new sport Club application and supporting documentation to the Assistant Director, Sport Clubs, preferably digitally
- Assistant Director, Sport Clubs reviews application materials, and presents relevant information and makes recommendation to the Director, Programs
- 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 Admin Team
- Admin Team reviews recommendations, 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 the applicant Club is approved and accepted as a Sport Club, they will receive a $100 allocation and be placed on probationary status, specifically probation #1, 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. Except finances, the Club will have access to the same benefits as all other Sport Clubs. During the allocation exercise the first year, the Club is eligible for full Club funding on Sport Clubs' Point Allocation System to be allocated the following year.

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 competition situations, contact with other teams and event staff, in the community hosting competitions or team events, and on social media. 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, University policies and directives, or 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.

Discipline and Code of Conduct Issues

All discipline and conduct issues may 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 any act that endangers the mental, physical, or emotional health or safety of a student, or that 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. It includes participating in, condoning, encouraging, requiring, or allowing an opportunity for hazing. A hazing violation may occur even when the victim expressed or implied consent.

Apathy or acquiescence in the presence of hazing is not neutral; they are violations of this rule. Some examples of hazing include, but are not limited to:

- Forced and prolonged physical activity.
- Forced consumption of any food, beverage, medication or controlled substance, whether prescribed, in excess of the usual amount for human consumption or any substance not generally intended for human consumption.
- Prolonged deprivation of sleep, food, or drink.
- Preferential treatment or assignment of resources to a member(s) based on their Club seniority or status.

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

- 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.).
- 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.
- 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.

CSU Hazing: Responsible Action Exemption Policy

Responsible Action Exemption: The University has adopted a Responsible Action Exemption policy for students seeking medical assistance for themselves or others for emergency situations that result from alcohol and other drug abuse.

Students or organizations, both on and off campus, who seek medical attention for themselves or on behalf of another student related to the use of drugs or alcohol will not be charged with violations of the Student Conduct Code related to that incident, provided that the student completes an assessment and any recommended treatment by the Hearing Officer. If a student is under 21 years of age, parents may be notified. A student organization must also cooperate with University officials and provide training or educational programs for its members as required by the Hearing Officer. The University reserves the right to adjudicate any case in which the violations are egregious. Students in need of medical assistance can only receive one (1) exemption, regardless of who calls for assistance.

The University may consider all prior exemptions granted to student organizations in determining whether additional exemptions should be granted. If it is determined that a student organization is engaging in repeat, similar conduct that results in alcohol or drug related incidents that negatively impact the campus or community, exemptions may be denied. No exemptions will be provided related to any activities that may constitute hazing in violation of the Student Conduct Code or Colorado law. Failure to complete an assessment and treatment may result in charges filed by Student Conduct Services.

If a student/organization believes they qualify for a responsible action exemption, the following steps must be completed:

- The student/organization must make initial contact with the appropriate resource (i.e. law enforcement, medical personnel or University staff) as a result of their actively seeking out medical assistance for themselves or on behalf of another individual.
- The student/organization seeking assistance for an intoxicated student must give their name to law enforcement or staff, remain on scene, and cooperate with medical personnel, law enforcement, or University staff.
- The student/organization seeking an exemption must meet with Student Conduct Services staff and complete an assessment, educational program, or any additional treatment requirements of the Hearing Officer. Verification of completion must be provided to the Student Conduct Services.

This information can be found on Page 12 of the Student Conduct Code. For more information about hazing, Colorado laws regarding hazing, and resources for those who encounter it, and how to report instances of hazing, see the CSU End Hazing website.

Alcohol, Marijuana, Controlled Substances Possession/Use

- Consumption or being under the influence of alcohol, marijuana, or controlled substances is expressly prohibited during all Sport Club team meetings, workouts, trainings, tryouts, practices, competitions (including exhibitions and scrimmages/friendlies), and all team, individual, or group travel to/from said events/activities, regardless of location of the event/activity. Explicitly, this means that even Club members, coaches, volunteers, etc., who are of legal age to use alcohol or marijuana under applicable state law(s) are not permitted to participate in any of these types of team events/activities under the influence.
- No Sport Club constituents, affiliates, spectators, etc., at any time, are authorized to consume, bring, or sell alcohol in/on any Colorado State University facilities/grounds during the aforementioned CSU Sport Club events (team meetings, workouts, trainings, tryouts, practices, competitions). Campus Police will be notified, and the Club disciplined if found to be in violation of this University policy.
- Note: The Student Conduct Code details that marijuana and any form of its derivatives are not permitted and applies to all students during team events on and off campus. 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 the policies in this section will result in disciplinary action that can include Sport Club program probation, suspension, removal, and/or reporting to Colorado State University Student Conduct Services, and also to Colorado State University Police when applicable and prudent.
- It is noted that some Sport Club team gatherings, socials, banquets, dinners, or fundraisers may include the request for responsible, legal service and consumption of alcohol. All such requests must proactively be vetted and approved by the Assistant Director, Sport Clubs, prior to any formal planning, vendor/business commitment, or advertisement/promotion of such team events, and will be appropriately heavily scrutinized, as alcohol should never be a primary element of any team events. These types of requests should be submitted via the Sport Club Event Request Form. It is additionally and separately noted that prior approval is not required for individuals who are of legal drinking age who choose to have consume a beverage during a meal at a restaurant while traveling. This is the other unique example of where the alcohol policy is inclusive based on the expectation of responsible consumption.

Levels of Sport Club Recognition

To remain 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 sporting behavior is expected at all times.

Requirements for All Sport Clubs

- Membership in 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 forms on time
- Be financially sustainable without assistance from the Sport Club program
- Attending all required meetings and trainings, following all policies and procedures, etc.

Individual Sport Clubs may be placed on warning, probation, suspended, or removed from the program for any justifiable reason, including but not limited to:

- Operating the Club account in a deficit
- Failure to maintain the standards to be a Sport Club
- Failure to complete required forms
- Violating the Student Code of Conduct
- Participation by ineligible students/non-students
- Participation in hazing activities as defined by the University and/or state laws regarding hazing
- Any disciplinary action as defined by All-University Hearing Board
- Any reason determined by the Coordinator and Assistant Director, Sport Clubs

Active

An active Sport Club is one that is in good standing with the Sport Club program, the Department of Campus Recreation, and CSU. Only active Sport Clubs can receive funding 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:

- Completion of Registration with SLiCE
- Completion of Annual Registration with Sport Clubs prior to the start of the academic year
- President and Vice President meet at least once per month with the Assistant Director, Sport Clubs
- Always maintain at least 10 members on the active roster
- Submit end-of-semester reports
- Submit an annual budget by deadlines set forth
- Generating funds toward ensuring a positive team account balance is maintained at all times
- Complete annual faculty/staff advisor paperwork
- Complete annual officer forms
- 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.

Teams can operate with “A” and “B” teams within their sport if the following criteria are met:

- Both A and B teams travel together to the same competitions (same destinations and dates) to compete
    - Exceptions:
        - Your governing league schedules A and B games against differing opponents
            - In these instances, teams must have separate Travel and Safety Officers for both A and B teams. These officers must be identified and assigned at the beginning of the academic year so that they can attend all relevant trainings and meetings.
        - Your A and B teams, when traveling separately, are able to bring a registered Club Safety Officer on each trip, a registered Certified Traveler on each trip, and can have one other member, usually a Club Officer, on each trip who has the knowledge and experience to advise the team on adherence to CSU and Sport Clubs travel policy, track receipts required for the post-trip process, access resources such as the digital Club Binder in Connect2 for questions, submit injury/illness reports, incident reports, and meet all other reporting requirements.
            - If a Club cannot satisfy these prerequisites for either an A or B team travelling separately, the Sport Clubs Office reserves the right to deny a Travel Request.
- Are able to share allotted practice times (A and B teams don’t practice separately nor on differing days)
    - If teams do not practice together under same allotted times, they are not afforded additional practice times because of A & B team status.

Prior to practice or competition, active Sport Clubs must submit all necessary forms. Failure to comply with this may result in the Sport Club being placed on suspended status until forms are completed and on file.

Probationary

This status is reserved for active Sport Clubs who have failed to follow policies and/or procedures set forth in the Sport Club Manual. Probationary Sport Clubs are still active but operate under a modified active status. (All Sport Clubs are on probationary status during their first year.)

Probation #1: This probation range is for a Club who has had lower frequencies of occurrences throughout the academic year. Probation #1 means that the Club has had a low number of infractions and lower frequencies of infractions and thus, their Club status range is nearer to the "Warning" status.

Probation #2: This probation range is for a Club who has had high frequencies of occurrences throughout the academic year. Probation #2 means that the Club has had a high number of infractions and high frequencies of infractions and thus, their Club status range is nearer to the "Suspension" status.

Teams that are placed on warning or probation for failure to follow policies, directives, and/or have been disciplined will face the following penalties:

1. Completion of an Improvement Plan and an Officer Transition Plan to be submitted to and approved by the Assistant Director, Sport Clubs, that outlines the problematic behavior AND detailed action items to be implemented that will address and correct such behavior.
2. Loss of access to *non-essential* Campus Recreation Athletic Training services.
    i. Non-essential services are defined as:
        1. Rehabilitation treatment for injuries sustained outside of Club activity
            a. Beyond the initial treatment and acute responsive care for an immediate injury, any subsequent or ongoing rehabilitative treatment is at the discretion of the Athletic Trainer, and may be diverted to the responsibility of the Club athlete's personal healthcare network/provider.
    ii. Loss of access to non-essential Athletic Training services does <u>not</u> include:
        1. Loss of competition coverage
        2. Acute, immediate care for injuries sustained during Club activities.
3. Potential loss of on-campus practice space or travel privileges – the totality will be at the discretion of the Assistant Director, Sport Clubs.
    a. Teams that do not practice on campus will either have their off-campus practices cancelled by the Assistant Director, Sport Clubs if applicable, and/or
    b. The amount of time for restriction of access to Club funds, loss of travel and/or scheduled practice privileges will be determined by the Assistant Director, Sport Clubs and will reflect the severity of the infraction.
4. Will receive last priority in scheduling of on-campus practices if applicable for the following corresponding semester (e.g., team is placed on probation in the Fall 2024 semester, they will receive last priority for scheduling for the Fall 2025 semester as general schedules are created one year in advance).

Suspension

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; they will not be able to access funds,

practice/compete, nor will any activities be authorized until they have served their suspension. Suspended Clubs may remain a recognized program with Sport Clubs.

Individual Sport Clubs can be suspended by the Assistant Director, Sport Clubs for any instances not explicitly covered in this Manual.

When a Club receives a suspension, the terms of the suspension will be set based on the policy infraction(s). A typical one-week suspension would include the cancellation of all club meetings, practices, home events, events hosted by the club off-campus, and travel arrangements. All Club accounts will be frozen during the suspension period. Any financial burdens (e.g. fees for game cancellation, airfare purchased, hotel reservations, overdue payment fees, etc.) incurred due to the suspension will remain the club's responsibility. During the suspension, no requests (facility, event, travel, etc.) will be reviewed. Additionally, the Club's governing body may be notified of the suspension (if applicable).

Practice Suspensions
When a club receives a practice suspension, the Club may not conduct practices, workouts, or any type of physical activity - this includes both on and off-campus activities. No activity will be approved during the suspension period.

Appeal Process
Decisions made regarding Club status may be appealed by following these procedures:

- Within seven days of the date of the disciplinary action, a written notification from the Club President or representative must be submitted to the Assistant Director, Sport Clubs indicating the reason(s) for the appeal.
- The Sport Club Advisory Board will hear the appeal and make their recommendation to the Executive Director, Campus Recreation and Director, Programs. After investigating the situation, they will uphold, reject, or modify the recommendation made by the Sport Club Advisory Board. Parties involved will be notified of the appeal results in writing.

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. Violation of, or non-compliance with, the University Student Code of Conduct policies, campus regulations, Sport Club policies and 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. Above are examples of disciplinary action. Please note this is not an exhaustive list.

Loss of Recognition

When a Club loses status with Campus Recreation, all benefits of being a Campus Rec-administered Club are lost. This includes priority access to Campus Recreation managed facility space, use of the CSU name and logo, general liability insurance when hosting events, and access to funding provided by Campus Recreation. Additionally, all funds in the Club's account(s) will be frozen. The Club's national governing body will be notified that the Club has lost status as a University recognized Sport Club.

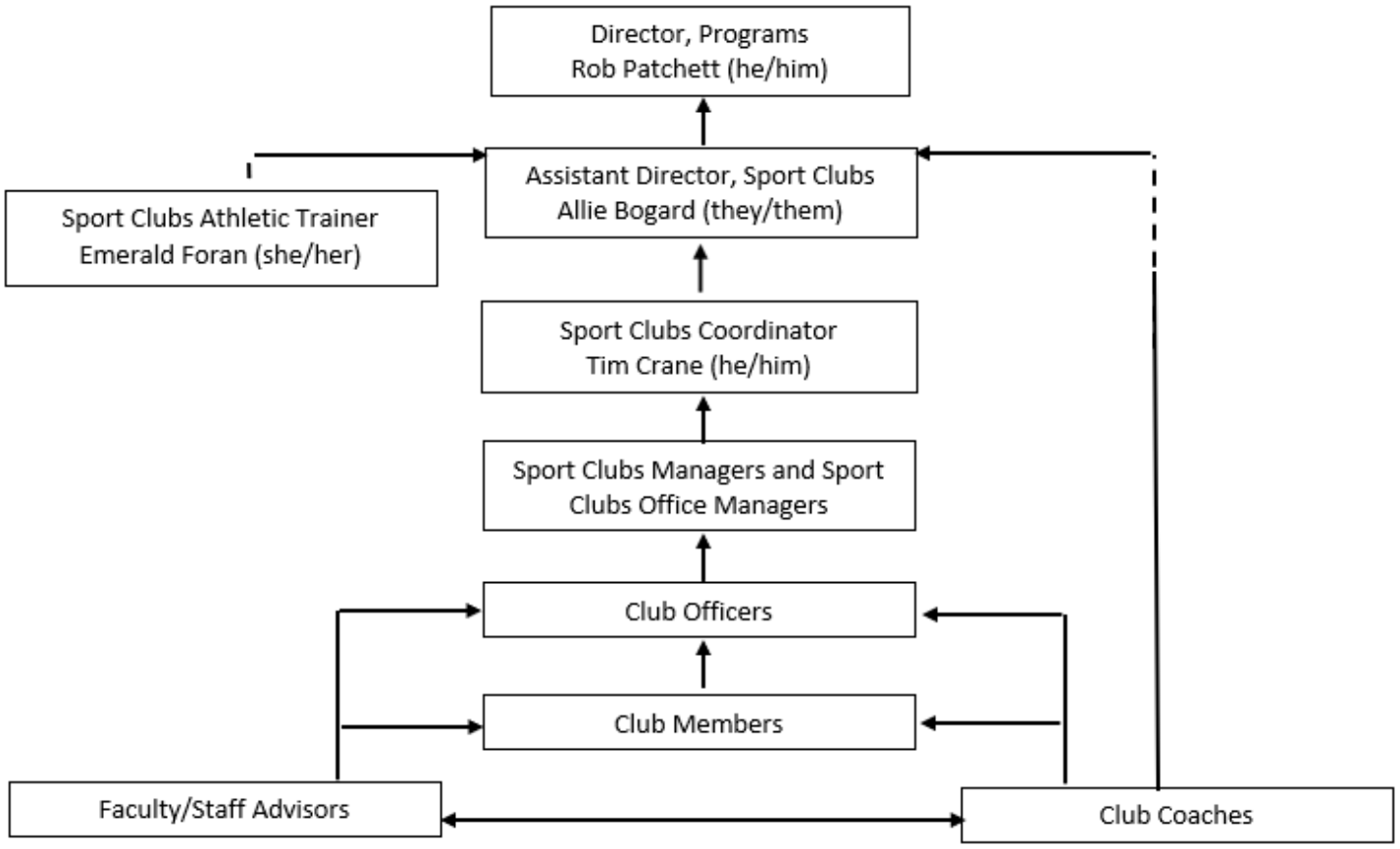
Required Forms and Certifications

To be recognized as a Sport Club for the upcoming academic year, currently active Clubs must:

- Complete SLiCE re-registration by deadline set forth
- Complete Sport Club annual registration by deadlines set forth
- Conduct a general information session for interested students
- Complete Faculty/Staff Advisor forms
- Have submitted an annual report the previous spring
- Have all active members registered on IMLeagues with all required forms completed

- Have at least two members (Travel and Safety Officer + one other) certified in the accepted list below, along with annual completion of the NFHS online concussion webinar
- Submit Traveler Profiles for all active Club officers
- Submit a current Club Constitution (and Player Agreement if applicable)
- Any other forms or certifications required by the Sport Club Office

Campus Recreation Sport Clubs Organizational Chart



Administration of Sport Club Program

Sport Clubs Office Managers

Sport Clubs Office Managers are an extension of the professional staff of the Sport Clubs program. Office Managers are available at the Sport Clubs window and typical hours are 10AM to 6PM, Monday through Friday. Sport Clubs Office Managers serve in a number of capacities, including the processing and reviewing of paperwork, booking hotels and rental vehicles, managing Club rosters, managing deposits, and more.

Sport Clubs Managers

Sport Clubs Managers are also extensions of professional staff who supervise all on-campus Sport Clubs practices, competitions, and events. They are First Aid and CPR/AED certified and work very closely with the Athletic Trainer. The two parties are first responders in case of an emergency. Some other responsibilities of the Sport Clubs Managers include: ID checks at Club practices, facility access and control, support with on-campus practice and competition needs, serving as a first point of contact with challenges that arise during activity, and facilitating communication between Club participants and Sport Clubs Program professional staff.

Sport Club Monthly Meetings

Sport Clubs must attend monthly meetings with Sport Club professional staff. The purpose of these meetings is to disseminate information to the Sport Clubs, share ideas among members to assist in Sport Club growth and development, and to attend to any outstanding Club needs, questions, or concerns. Attendance at meetings is mandatory for the President and Vice President, but other officers are strongly encouraged to attend. Monthly Meetings are a part of the point system utilized to evaluate Clubs for future allocations.

Club Officers

Officer positions in Sport Clubs are leadership roles whereby individuals assume responsibility for the successful operation of their program. The Sport Clubs Program exists to support recognized Clubs, but the officers are ultimately responsible and accountable for their Club's administration, function, and oversight. Each Club must have a minimum of five student officers as outlined below.

Club Officer Expectations

As leaders within the Sport Clubs program, the following list all expectations of club officers:

1. Communication: As a student organization, communication is vital to the success between the Sport Club Officers and the members as well as the Sport Club Program staff.
    a. Communication also involves checking the club's compliance rosters, efficiently replying to emails and meeting requests (within 72 business hours). It also involves meeting expectations around communication set in place by the AD and Coordinator of Sport Clubs.
2. Read and understand the contents of the Sport Club Manual, Branding & Style Guide, and the Athletic Training Manual.
3. Attend all required Sport Club trainings and meetings. Communicate excused absences to the AD, Sport Clubs by deadlines set forth - it will still be the expectation that someone else from the Club is in attendance. Unexcused absences will be assessed via the Sport Club violation matrix.
4. Submit all required forms on time and completed.
    a. Meet all deadlines set forth - communicate if flexibility is desired
5. Always ensure club members are acting in proper conduct as you represent Colorado State University, Campus Recreation, the Sport Clubs Program, and your club.
    a. As a Club Officer, you are committed to always holding yourself and your fellow Club members accountable for positive conduct and representation of the Club.
6. Ensure all Sport Club members have completed the annual paperwork on IMLeagues required prior to any participation.
    a. Ensure that your Club's Google Roster shared with the Sport Club Office is always up to date throughout the academic year
7. Inform club members of policies, procedures, expectations, emergency procedures, and other regulations that must be followed.
    a. Sport Club Officers need to take some responsibility for the actions of their club members.
8. Ensure Club is compliant with all CSU, Campus Recreation, and Sport Clubs policies, rules, procedures, and guidelines.
9. Ensure Club and its members are compliant with all local, regional, and/or national governing associations.
10. Our Club will meet all fundraising, community service, and/or peer education requirements as set forth in the Sport Club Manual. We understand that failure to meet the minimum requirement will result in a loss of points.
11. Ensure that all club financial accounts and budget obligations are met.
    a. It is the Club's responsibility to maintain a positive account balance.
    b. It is the Club's responsibility to pay all balances/invoices on time.

    c. Ensure all funds collected/raised/earned are deposited into the Club's official Sport Club account and all transactions are made through the Club's official Sport Club account. Off-campus collection of monies is not allowed at any time.
12. Arrange all facility reservations for club functions through the Sport Clubs Program Staff.
13. For all club practices, competitions, or activities to occur, an officer must be present during the duration of the activity for the sole purpose of being responsible for their Club members.
    a. Additionally, a Safety Officer must be present at all Club activities. These individuals can be one and the same.
14. Inspect facilities prior to all practices, competitions, or activities for safety and maintenance needs. Report and concerns. Leave facilities at requested time with appropriate clean-up.
15. Notify Sport Club Program Staff of all changes or updates to event schedules, practices, competitions, fundraising events, purchases, promotional materials, or any other club related activities. The communication should meet specific deadline requirements set forth as outlined in the Sport Clubs Manual.
16. Meet all University and Sport Club policies, procedures, and expectations during travel.
17. Report and submit all accident and incident reports within 48 hours of occurrence. This includes notification of Sport Clubs Staff appropriately for emergencies, as referenced in the Sport Club resources.
18. **Our Club will receive approval in advance for all club activities, based on the deadlines set forth in the Sport Club Manual and those communicated to us by the AD and Coordinator, Sport Clubs.**
19. Our Club will meet expectations and directives given to us from Sport Club Staff (both full-time staff and student staff).
20. Our Club will abide by and hold our members accountable to the Sport Club concussion policies and procedures.
21. Our Club understands and will meet expectations regarding purchasing policies and procedures.
22. If applicable, we will hold our coaches/instructors accountable to expectations set forth; as well as any training they are required to complete.
23. Our Club Officers will mutually hold themselves accountable to specific delegated tasks outlined within the Club Constitution and our Club's Delegated Tasks document for the current academic year.
24. Our Club will facilitate effective officer transitions to ensure the organizational and financial success of the future of the Club.
25. I have read and understand the Sport Club Violation Matrix and Sport Club Point System.

All Officers are "Responsible Employees"

Required reporting of Sexual Harassment and/or Sexual Violence - University policy dictates that app Sport Club Officers and Coaches 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. Coaches are also then obligated to immediately notify the Assistant Director, Sport Clubs after reporting to the CSU Office of Support and Safety Assessment.

Officer Eligibility

In order to be eligible to serve as an Officer, Club members must first meet the following requirements:

1. Must be a full fee-paying (taking at least six in-person credits) students at Colorado State University and must maintain a cumulative GPA of a 2.5 or greater at the time of elections and while holding that office. If the student officer falls below a 2.5 GPA during their term of office, a one semester officer probationary period will be established.
2. The Officers must be in-person, at CSU, and actively participating in their Club activities.
    a. Some examples include: Study abroad, mid-year graduation, and distance learning where the individual cannot be present for Club activities (online enrollment, full-time internships outside of Fort Collins, practicums, etc.).

A Sport Club cannot turn over all five of their officer positions as outlined below at once. At least one Officer from the previous board must remain to transfer administrative knowledge to the incoming officer group.

Officer Positions

The officer descriptions and responsibilities listed below contain the minimum expectations required. Clubs can use their discretion to assign additional responsibilities to the Officer positions outlined below, or create additional Officer positions (e.g., marketing, outreach, social media, fundraising, etc.). However, the duties outlined for each officer's position below cannot be removed or transferred to another officer.

Note: One individual cannot hold more than one of the five required officer positions

President

The President will provide 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 and Officer meetings
- Attend Monthly Meetings with the Sport Club office
- Serve as a liaison with the Coordinator and Assistant Director, Sport Clubs
- 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 email inbox at least once per week
- Train future President on all tasks and procedures
- Delegate responsibilities to the Officer board to run the Club effectively
- Develop strategies to actively engage all Club members
- Serve 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 support the President at all formal meetings with Sport Club student and professional staff. Specifically, the Vice President will:

- Ensure the following information is current and on file with the Sport Club office for all Club members:
    - Club Constitution
    - Officer, coach, and advisor contact information, including names, email addresses, and phone numbers
    - Club rosters on IMLeagues and Google Sheets
        - Ensure completion of all IMLeagues waivers and forms by active Club members
- Train incoming Vice President on all tasks and procedures
- Work closely with other officers as appropriate, assist in submitting semester reports to Sport Club office.

Treasurer

The Treasurer is responsible for maintaining the fiscal integrity of each Club. Specifically, the Treasurer will:

- Oversee collection of dues and make deposits of income
- Keep accurate financial records
- Submit all purchase requests
- Ensure all bills are paid on time
- Develops and submits the annual budget proposal
- Oversee and support sponsorship, fundraising, and donation 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. The Travel Chair and Safety Officer must maintain a current and valid CPR and concussion certification. Clubs are required to have at least one additional Safety Officer who is CPR and concussion certified but does not carry the other responsibilities of an officer. Clubs may have as many Safety Officers as they like or need in order to have at least one present for each Club practice, competition, or event. Specifically, the Travel Chair and Safety Officer will:

- Plan all travel and submit appropriate travel paperwork at least 12 business days prior to the date of travel
- Work closely with Sport Club Office to finalize all details of hotel reservations, car rentals, event registration etc.
- Maintain emergency contact records for all Club members and coaches and ensure this information is always readily available to the Club
- Ensure Club is compliant with all Campus Recreation safety, risk management standards, and emergency action plan
- Report all safety concerns, issues, accidents, and incidents to the Sport Club office no more than 24 business hours after becoming aware of an issue
- Submitting all reports via Connect2
    - Post-Event Reports (Home), Post Competition Reports (Travel)
    - Accident and Incident reports when Sport Clubs staff is not present complete them on behalf of the Club
- Inspect all equipment, facilities, and fields prior to any use and report all concerns to the Sport Clubs staff on duty immediately. For concerns that exist when Sport Clubs staff are not physically present, contact the Assistant Director and Coordinator, Sport Clubs as soon as possible
- Ensure all members and coaches are thoroughly familiar with risk management policies and emergency action procedures
- Ensure that a copy of all emergency procedures is present during all Club travel via the physical club binder
- Complete accident and incident reports when traveling
- Maintain current CPR certification that meets Program requirements
- Maintain current Concussion training certification

Peer Education and Development Officer

The Peer Education and Development Officer is responsible for initiating education and development efforts with their Club. Also, this officer oversees the development of a code of conduct plan for their Club (if applicable). Specifically, the Peer Education and Development Officer will:

- Work closely with the Assistant Director and Coordinator, Sport Clubs to develop at least one educational/developmental session each semester. The Peer Education and Development Officer will be responsible for presenting this information to their Club.
- Complete the Connect2 Peer Education request form at least 30 business days prior to the peer education presentation. Meet deadlines for Peer Education Session Request and delivery of presentation each semester. This Connect2 form will include all relevant information needed for approval at which point the Assistant Director and Coordinator, Sport Clubs will review and provide required revisions or approve your request.
    - Topics must be within the area of expertise of the Peer Education Officer. They are not able to present and provide education on topics of which they do not have certified skills (i.e., nutrition)
    - Clubs can identify and seek out support once/year from a guest speaker and utilize them as one of the two required peer education events for the academic year
- Develop, maintain, oversee, and enforce Club's code of conduct, judicial process, and conflict resolution plan

- Responsible for creation of individual Club player agreement as applicable
    - Requires an annual review/approval process with the Assistant Director and Coordinator, Sport Clubs
- 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 prior to the end of the semester in which service was conducted.

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 training prior to the end of spring semester each year. These meetings must be scheduled with Sport Clubs professional staff. 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 a current CPR/AED and First Aid and Concussion training certification. 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.

Whenever Clubs transition officers, Clubs must complete an Officer Transition Form. All outgoing and incoming officers must schedule and attend an officer transition meeting with the Sport Clubs professional staff prior to the last day of November for fall transitions and prior to a date set forth for spring transitions.

Many Clubs start enthusiastically but 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 a Sport Club. All officers should share the load for the Club.

Club Participants

Each Club participant must always be responsible for their own well-being and the well-being of the group they are a part of. Each Club participant shares with the other Club participants the responsibility for 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 their actions are beyond the generally accepted practices for safety in the activity.

The importance of the Sport Clubs Program participants following all 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 participants must be full fee-paying students (6 or more in-person credits per semester); non-full fee-paying CSU students must have an active Student Recreation Center membership.
    - Students not meeting these criteria will need to buy a Rec Membership to be eligible to participate. Rec Membership is not included in their enrollment
- All Sport Clubs Program participants must present a valid and current Colorado State University identification card or government-issued ID (physical identification or digital copy via the MyColorado app or similar) to participate in practices in events
- Faculty, Staff, and spouse members are required to purchase a Department of Campus Recreation membership at the Campus Recreation Service Center prior to participating
- Individual Sport Club members are responsible for paying dues in a timely manner to the Club(s) in which they participate. Failure to do so may result in disciplinary action by their Club.

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 their physical limitations.
- All participants are to complete an Assumption of Risk/Release of Liability Form prior to participation.
- All students are required 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.
    - CSU health insurance requirements and the Student Health Insurance Plan details can be found at https://health.colostate.edu/using-health-insurance-at-csu-health-network/#:~:text=Students%20must%20meet%20the%20health,and%20every%20fall%20semester%20thereafter

Sport Club Advisory Board

The Colorado State University Sport Clubs Advisory Board is a student advisory group that assists the Sport Clubs Office in administering Sport Clubs Program.

Duties

- Aid the Assistant Director and Coordinator, Sport Clubs in the operation of the Sport Clubs Program; this includes but is not limited to developing policies and procedures that affect individual clubs
- Serve as the internal judicial board to hear and make recommendations on program violations to the Assistant Director and Coordinator, Sport Clubs that might involve entire club teams or individuals; this includes violations of University policy and Sport Club policy and procedures
- Review new Sport Club applications and make recommendations to the Assistant Director and Coordinator, Sport Clubs.
- Review, evaluate, and amend the budget process as necessary
- Other responsibilities as determined by the Assistant Director and Coordinator, Sport Clubs.

Membership

- The Sport Club Staff and five to nine club members will serve on the Board
- Any current or past officer of a Club may apply for a position on the Board
- A maximum of two members of a particular Club may serve on the Board
- Current members of the Board review upcoming academic year applications and make recommendations to the Assistant Director and Coordinator, Sport Clubs.
- A majority of the voting Board constitutes a quorum and a majority of the quorum rules

Eligibility

- Must maintain a 2.5 cumulative GPA to serve on the Board
- Club must be an active, engaged and either in good standing or positively working towards good standing

Coaches

Coaching positions may be filled with the approval of the Club members and the Assistant Director of Sport Clubs. Students, volunteers, or CSU faculty/staff members may coach Clubs. It is the responsibility of each Club to manage the search processes and services of a Coach if they choose to have coaching staff for their Club. Coaches are not required in the Sport Club Program.

Clubs are first and foremost student organizations; 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 positively

influence Club members, both in skill development and interpersonal development. However, the coach must also know of their position's limitations within the Sport Clubs Program. The coach must follow all University and Department 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 and members.

Coaches are "Responsible Employees"

Responsible reporting of Sexual Harassment and/or Sexual Violence - As employees or volunteers of the University, all student and professional staff, volunteers, sport club officers, and sport club coaches are mandatory reporters and are therefore required to report any 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. Coaches are also then obligated to immediately notify the Assistant Director of Sport Clubs after reporting to the CSU Office of Support and Safety Assessment.

Hiring Coaches

There are specific hiring timelines for new coaches (middle of May to middle of August for fall semester, and November – middle January for spring semester) and otherwise hiring freezes outside of the hiring timelines set forth. Exceptions may be made by the Assistant Director, Sport Clubs when deemed appropriate (i.e. Club has full coach vacancy).
Fall Semester hiring: Start of Summer, until the August deadline set forth by the Assistant Director, Sport Clubs
Spring Semester hiring: November 1st until the January deadline set forth by the Assistant Director, Sport Clubs

1. **When considering hiring a coach, Clubs first need to contact the Assistant Director, Sport Clubs to be advised through the process. Clubs cannot select a coach without first talking with the Assistant Director, Sport Clubs.**
    a. This includes the addition of Assistant Coach positions from the Head Coach. Those positions require the same process as any other Coach.
2. 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.
3. The final decision to hire a coach is made by the Assistant Director, Sport Clubs.
4. The coach must complete a Sport Clubs Coach Application and required paperwork, read, understand, and agree to the position description set forth, the Sport Clubs Coach Code of Ethics and Responsibilities, and complete a Coach Agreement with the Club officers. Once this paperwork 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 before coaches participate in team activities.**
5. Before assuming any responsibilities or relationship with a Club, coaches must complete a background check administered by the Sport Clubs Office.

Coaching Paperwork/Finances

All coaches paid must complete a payment form, purchase request sheet (submitted by the officer), independent contractor form, business self-certification, and a W-9. Coaches will only be paid once per semester and only after the work for the semester is complete (i.e., end of semester). The maximum a coach can be paid in one academic year is $10,000.

The funds to pay a coach must come from ***generated*** income, ***not*** funds allocated from the Sport Clubs Office.

Student coaches are strictly unpaid, voluntary positions.

Coaching Expectations

Coach responsibilities include, but are not limited to:

- Attendance at Sport Clubs coaches' meetings and trainings

- Understand, comply with, and enforce all risk management policies and procedures and carry out emergency action plans
- Prioritize member safety as well as personal and academic well-being over Club activities
- Regularly and consistently attend competitions and practices
- Consistently promote and model good sporting behavior
- 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 failing to work in the best interest of the Sport Club. The dismissal of the coach is subject to appeal to the Executive Director.

Coaches' Education

Coaches may be required to attend/complete trainings annually. Any training requirements will be communicated to coaches, and Club Presidents via email when applicable.

- Each year Coaches are required to complete the National Federation of High School Sports concussion training online.
- Each year Coaches are required to complete an officer-led coach meeting/training with the Club Officers by the deadline set forth in the Annual Registration.
- Each year Coaches are required to complete the online CSU Clery Act Training.
- Once while serving as a Sport Club Coach, the Coach must complete the University's online discrimination and harassment training.

CSU Sport Club Coaches are "Campus Security Authorities

Required reporting of Clery crimes - Whether employees or volunteers of the University, sport club coaches are Campus Security Authorities under the Clery Act and are therefore required to report any crimes that are reported to them when functioning in their coach capacity that are covered by Clery.

Typically, most of the Clery Act Crimes (which includes hazing) are reported to CSUPD, The Office of Title IX Programs and Gender Equity, The Office of Equal Opportunity, Support and Safety Assessment (Tell Someone), and/or the Student Resolution Center, which track and report the statistics as necessary to comply with federal law. If, however, you are aware of any reports that have NOT already been reported, then please complete the Reporting Form. If you are unsure, please reach out to the Clery Compliance program director to assess.

More information about reporting requirements and the different crimes covered can be found on the Clery website

Faculty/Staff Advisors

Eligibility Requirements

The following criteria must be met and maintained to be for a registered student organization at Colorado State University:

1. Must be a current CSU Fort Collins full-time or part-time faculty, administrative professional, or state classified staff member.
2. Must maintain a degree of active engagement and connection with the Club throughout the academic year, agreed upon by the Faculty/Staff Advisor and the Club Officers.
3. Must have this completed Agreement form on file with the CSU Campus Recreation Sport Clubs Office.
4. To avoid potential conflicts of interest, cannot have any relation (romantic or familial) to members or coaches of the Club.
5. To avoid potential conflicts of interest and ensure separation of duties from officers/coaches, cannot be a current member or coach of the Club.
    a. Additionally, it is recommended that the individual has not been an active member of the Club within the last 2 academic years

Role & Responsibilities of the Advisor

The Advisor serves as a volunteer independent guide and resource to the Club and its Officer Board of student leaders to the degree they are comfortable with being involved, per the parameters detailed in this agreement. Advisors should be generally aware of the Club's activities and operations and be prepared to offer guidance, advice, and input to the Officer Board and members to make productive decisions in alignment with the Club's goals, needs, best interests, and requirements. Prior experience/familiarity with the Club's sport/activity is helpful but not required.

In negotiation with the Sport Club's Officer Board, Advisors may be asked to engage in support of the Club in these types of ways:

- Attend Club meetings, events, and/or competitions (as desired)
- Assist the Officer Board with coaching personnel recruitment, identification, and selection
- Review the annual club budget proposal prior to its submission to the Sport Clubs Office
- Assist the Officer Board in interpreting and following policies and procedures of the Sport Club Manual

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

Responsibility to the Club - The Advisor should:

- Assist the group in reviewing goals and objectives each academic year, ensuring opportunities for educational and personal development.
- Be well informed about all plans and activities of the group
- Discourage domination of the group by any individual (coaches and officers included) or group of members.
- Be familiar with the history of the organization, or make an effort to become educated on the Club's history
- Assist in promoting group interest by evaluating programs/operations.
- Be aware of and advise on university policies and procedures (when appropriate).

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 their club 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:

- As requested, work with students to help them plan programs and large-scale events that are beneficial to students and consistent with the educational objectives of the University of student support and student success.
- The advisor should become familiar with the policies and procedures pertinent to student organizations and strive to see that they are followed.

Sport Club Constitution

Each Club must maintain and review every semester the constitution under which the Sport Club will operate and must keep this document available for annual updates and submission in the Sport Clubs annual registration period.

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 the organization. It is the expectation that all members of the Club have access to or know the contents of the constitution.

On this page is a model that can be used when writing a Sport Club constitution. Please use non-gender specific terms – "they/them." **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.**

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/staff and/or their spouses with an active Campus Rec membership; **they may not vote or hold office**.

Section 3: Alumni Members
Alumni membership is not consistently open to participation within the organization with the exception of special events approved by the Sport Club 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. **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 5 officers is required – and there 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 2.5 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 in 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 by 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 approval 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.

End Sample Constitution

Sport Club Player Agreements

Sport Clubs can implement team "player agreement forms." These must be reviewed annually by the Assistant Director, Sport Clubs prior to any academic year activity. A suggested list of language and items that are suggested to be included are: what dues cover, how roster decisions are made, how officers are selected/transitioned, cumulative GPA language, behavioral expectations, requirements for participation in community service, fundraising, and/or peer education activities, etc. Sport Clubs must use the language of "player agreement" rather than "contract."

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.

National Governing Body Grade Point Average

If a Sport Club national governing body has a GPA requirement that exceeds the Sport Club Program standard, then that governing body standard shall supersede the CSU Sport Clubs standard.

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.

Roster Verifications and the Registrar's Office

Most NGBs require eligibility checks for competition via enrollment verification forms through the Registrar's Office. 7 business days' notice are required when requesting signature and approval of a roster verification form from the Registrar's Office. If the form additionally requires signature from the Coordinator or Assistant Director, Sport Clubs, additional notice will be needed.

Standards of Conduct and Eligibility

Sport Clubs ID Policy

All members must carry a CSU ID or government-issued 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. This is essential to ensuring that all participants are rostered Club members and have completed the appropriate waivers and forms to be eligible to participate.

Should a participant in a Colorado State University Sport Clubs event be identified as ineligible or 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
2. The Club may be placed on probation
3. 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 2.25 cumulative grade point average (GPA). If a student falls below a 2.25 cumulative GPA the student has one semester to bring the GPA above a 2.25. (AP1 & AP2 >1.0 =probation). Athletes must be making demonstrable progress towards degree completion (i.e. retaining credits each semester and not dropping all classes). During the first semester, a student will not be allowed to participate with their Club until meeting with the Assistant Director, Sport Clubs, and may not be permitted to participate for the entire semester dependent upon the Assistant Director's discretion. If a student fails to bring their cumulative GPA above a 2.25 before

the next semester, they will not be permitted to participate in any Club activities. It is the responsibility of the Sport Club athlete to reach out when their academic standing is in jeopardy of their Sport Club participation.

Required Club Participant Forms

All Club participants must complete mandatory forms each academic year. **Members are not able to participate with their Club in any capacity until all forms are complete.** If a member joins the team later, it is the responsibility of the Club leadership to ensure that the forms are completed prior to participation.

Waiver of Liability and Medical Release

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 must sign a Sport Clubs Code of Conduct. This form consists of the following.

Student-athletes who participate in CSU Sport Clubs represent Colorado State University (CSU), Campus Recreation, and the Sport Clubs Office. These organizations dedicate themselves to the tradition of proper conduct and expect the same of the athletes who are their representatives and ambassadors. Any breach of this Code of Conduct & Responsibilities document will be forwarded to the appropriate disciplinary committee for review and action (Campus Recreation Administration, Sport Clubs Administration, All University Hearing Board, Student Resolution Center, etc.).

As a Member of a Sport Clubs offered by Colorado State University, I understand that my actions are representative of CSU, Campus Recreation, and the Sport Clubs office.

I will practice positive sports behavior at all practices, scrimmages, and competitions.

I will conduct myself to maintain the highest principles, integrity, and dignity of CSU, Sport Clubs and my sport in general.

I accept that participation in Sport Clubs is an opportunity and a privilege, not a right.

I will always adhere to the rules established by Colorado State University, Campus Recreation, and the Sport Clubs Office.

I will not physically, mentally, or psychologically haze anyone as I respect the dignity of all persons.

I affirm that I have reviewed and will abide by the CSU Hazing Policy and recognize that CSU Campus Recreation and the Sport Club Program support this policy.

I affirm that I have reviewed and will abide by the CSU Discrimination and Sexual Harassment Policy and recognize that CSU Campus Recreation and the Sport Club Program support this policy.

I affirm that I have reviewed and will abide by the CSU Equal Opportunity and Non-Discrimination Statement and recognize that CSU Campus Recreation and the Sport Club Program support this statement and philosophy and have adopted similar policies for all department programs and activities.
I understand that all practices, competitions, trips, and any other club activity are DRY EVENTS. The presence and consumption of alcohol or illegal substances is strictly prohibited. I will neither use nor support the use of

illegal drugs o alcohol at any club function. Possession and/or consumption of alcohol is strictly prohibited in university approved vehicles and at any time during the travel pertaining to the travel dates.

I understand that a trip begins the moment I leave Fort Collins and ends the moment I return to Fort Collins. I have read, fully understand, and will abide by all expectations set forth in the Student Conduct Code.

I have read and understand the policies and guidelines set forth in the Campus Recreation Sport Clubs Manual.

I understand I must maintain a cumulative GPA of at least 2.0 to be eligible to participate in the sport club program.

I will not wear or be involved with the sale of any team apparel that has not been officially approved by the Sport Club office as having appropriately met all Colorado State University branding guidelines.

I will not allow a coach to work with the club without having submitted all necessary paperwork to the Sport Club office for approval. I will immediately report any known instance of this occurring to the Assistant Director, Sport Clubs.

I will not allow in person to practice, travel or participate without having completed all necessary paperwork and being officially added to the team roster via the Sport Club office. I will immediately report any known instance of this occurring to the Assistant Director, Sport Clubs.

I will not travel without an approved Travel Request on file with the Sport Club office.

I will see that practice, scrimmage, and game sites are clear of trash after use and equipment is returned to original set-up.

I respect the authority of all game officials. At no time is it appropriate to demonstrably question the decisions and actions of game officials. Actions of the team or myself will never deliberately jeopardize the safety and well-being of opponents, teammates, officials, or spectators.

I acknowledge that Sport Clubs at CSU have a no refund policy. Once money is paid to the club there will be no refunds on those funds

Health History Form

All participants must complete a health history form to be utilized by the Athletic Trainer to provide the best possible care to participants. When submitted, this form will appear as “pending” in IMLeagues until our office is able to review the submission. Athletes may participate in Club practice and competition while this form is “pending”.

Driver Agreement Form

This waiver covers your participation in Club-related travel.

Concussion Agreement

All participants must complete this form to be utilized by the Athletic Trainer.

Sport Clubs Participation Agreement

All participants must review and complete the agreement form.

Alcohol – Marijuana Fundraising

Alcohol/Tobacco/Marijuana Sponsorships, Donations, & Advertisements

- Sport Club team sponsorship by alcohol or tobacco-related businesses or marijuana dispensaries (including Delta-8, CBD, or other related products) 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.
- 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 and Coordinator, Sport Clubs prior to doing so.

Missed Class Policy – Class Absence Letters

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

When a team submits their travel request form, a request for information regarding a Class Absence Letter is included in that letter. **Requests for Class Absence Letters must be made at least 12 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 academic instructors 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. Club Officers, Coaches, and Advisors can under no circumstances ask professors to excuse their members from academic commitments. All excuses must come directly from the Assistant Director, Sport Clubs or authorized representative.

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 the Student Resolution Center.

Below is a summary of the timeline for Class Absence Letters creation and delivery:

- Request for letter must be provided minimum 12 business days prior to departure date
- Letter will be created by the Sport Club Office 7 business days prior to departure date
- Club officers will receive an email once letters are available. It is then the Officers' responsibility to disseminate letters to their members in a timely manner
- Once letters are distributed, it is the members' responsibility to deliver letters to professors. Letters should be delivered to academic instructors 5 business days prior to departure date, or on a timeline previously agreed to
- Changes will not be made to a Class Absence Letter less than 5 business days from the departure date. Officers may request an exception for extenuating circumstances.

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 have injuries evaluated by emailing the Athletic Training Coordinator and setting up an appointment. For such an evaluation, an injury/illness report must be submitted.

- **Immediate Care of Injury and Illness**

If an athletic training staff member is available, 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 care to the injured athlete and will make contact with emergency services when applicable.

- **Treatment and Rehabilitation**
  Beyond the initial treatment and acute responsive care for an immediate injury, any subsequent or ongoing rehabilitative treatment is at the discretion of the Athletic Trainer, and may be diverted to the responsibility of the club athlete's personal healthcare network/provider. 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.

- **Coverage of Home Events**
  A request must be made at least 2 weeks in advance for the athletic training staff area to cover any Club's home event during the fall and spring academic semesters. The coverage provided 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 service provider reserves the right to deny the request based on risk evaluation, prioritization, and time management.

  If the competition game time changes, there is no guarantee that athletic training 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. Clubs must 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. Club officers are encouraged to ask the hosting teams about what services will be provided prior to traveling and to follow up once arriving on-site. The Athletic Trainer will not travel with any specific team due to the volume of coverage and needs of the Sport Club program.

- **Reporting Injuries**
  It is important for the athletic training staff to promptly evaluate all injuries and illnesses sustained while participating in CSU Sport Club related activities. As such, it is the responsibility of the individual athlete as well as the Travel and Safety Officer to complete an injury/illness report as soon as possible.

- **Athletic Training Room**
  The athletic training room is located in the Athletic Training Shed between the south side of IM Fields 3 and 4.

- **Medical Confidentiality**
  The athletic training staff will respect privacy by utilizing standard methods of confidentiality. They will not discuss any patient's private medical information unless it is medically necessary or without prior consent. This confidentiality includes protection of personal information from parents/guardians and coaches. Please see the University HIPPA policy here for more information.

- **Injury/Illness Reports**
  Any injury that occurs during Club activities (on or off campus) must be reported and recorded with the Sport Clubs office by the athletic training staff, Rec Center staff, or Club Travel and Safety officer. The staff or officer must complete the injury/illness report immediately after each incident.

If a serious injury occurs (athlete taken to emergency room, concussion, etc.) off campus, it must be reported to the Sport Clubs Office within 24 hours, preferably as soon as possible. An injury/illness report must also be in the Sport Club office within 1 business day following the occurrence.

First Aid/CPR/AED and Concussion Certifications

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 CPR/AED and First Aid. Sport Clubs must identify these Safety Officers each year by providing copies of the Safety Officer's certification cards. The following certifications meet this requirement:

- American Red Cross: CPR/AED/First Aid
- American Heart Association:
  - Basic Life Support (BLS)
  - Advanced Cardiovascular Life Support (ACLS)
  - Heartsaver First Aid CPR AED Training
- Any Lifeguarding certification (i.e., American Red Cross, Ellis, StarGuard)
- NOLS Wilderness First Responder
- Advanced certifications such as EMT, CNA, nursing.

Any of the above certifications must include an in-person skills test to satisfy the certification requirements.

American Red Cross classes are offered at Department of Campus Recreation. If a Club needs to certify a Safety Officer, they should work with Campus Recreation professional staff to sign up for a course.

Each Club Safety Officer is required to complete:

- An online concussion webinar once an academic year through the National Federation of High School Sports. Sport Clubs must provide copies of the certification of completion to the Sport Club Office along with their CPR/First Aid certifications each academic year. The concussion webinar course can be accessed here.
- One CPR/First Aid skills audit per semester. The Sport Clubs Audit Manager will contact Clubs each semester with multiple opportunities to come into the Rec at a scheduled time and practice their CPR/First Aid skills. If less than a 75% is earned on the skills test, the safety officer will have to re-take the test and earn a passing grade of 75% or higher to satisfy the semester requirement. The Audit Manager can share resources and education with officers who want to study to improve their score or for their own education.

Concussions

General Information

What is a concussion?
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 and ensure the Safety Officer has completed an injury/illness report. 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.

Concussion Baseline 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;

- Alpine Skiing
- Cycling
- 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 Womxn's
- Water Polo, Men's & Women's
- Wrestling

Other sport Club teams may request concussion baseline testing at any point.

Concussion Return-to-Play Protocol

Staff involved: Campus Recreation Athletic Trainer(s), CSU Health Network physicians, off-campus physicians.

1. When an athlete sustains a head injury or the staff is made aware of a potential injury, the Athletic Trainer will complete a SCAT6 test with them on the sideline.

2. If there are any signs/symptoms of a concussion, the athlete will not return to the activity or future activities (practice, competition, weightlifting and conditioning) until cleared by a physician.
3. The Athletic Trainer will give the athlete a concussion home care info sheet so they know what to do should more serious or severe symptoms develop later.
4. If an athlete is suspected of having a concussion, they will be referred to a Hartshorn physician, or an off-campus physician, within 1-2 days of the injury. The athlete will be given a copy of the SCAT6 conducted at the time of the injury (if applicable) and a copy of their baseline SCAT6 (if available) to bring to the appointment.
5. Additionally, the athlete will complete a Sway test (app-based concussion test) following their injury. The athlete may be referred to a neuropsychologist based on the results of their Sway test, if they choose to do so.
6. Once the student-athlete is asymptomatic, a gradual return to play protocol will be followed.
    1. Once asymptomatic, Athletic Trainer will conduct SCAT6 and compare to baseline (if available).
    2. If within 95% of baseline and remains asymptomatic for 24 more hours, can begin RTP.
    3. Each RTP step has 24 hours in between to give S/S a chance to develop.
        1. **RTP Step 1** – 24 hours of no physical or cognitive symptoms.
        2. **RTP Step 2** – Return to school full time. Clearance by physician. Light aerobic activity (ex: 20 min stationary bike at 10-14 MPH)
        3. **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 seconds x 3)
        4. **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.
        5. **RTP Step 5** – Full-contact drills (ex: full return to practice)
        6. **RTP Step 6** – Game play
    4. 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.

If an athlete fails to meet the concussion return-to-play protocol and participates before receiving approval from the CSU Athletic Trainer, they may be suspended for a period determined by the Assistant Director, Sport Clubs.

Injury/Illness and Incident Reports

1. Injury/illness and Incident Reports are found on the Connect2 website. Every Club and Sport Club staff member has their own Connect2 account.
2. Injury/illness and Incident Reports should be filled out legibly and completely using only facts
3. An injury/illness report will be completed for all injuries in all Sport Club activities
    - Injuries that require no more care than a band-aid and recurring injuries receiving attention which have already been documented in a previous injury/illness report are the only injuries that DO NOT require an injury/illness report to be completed.
    - When a Sport Club Manager is present, they will complete injury/illness reports during activity. When a Sport Club Manager is not present, a Safety Officer or another capable Officer will complete the report.
4. An Incident Report will be completed for any non-injury incidents that occur during Sport Club activities. Examples include but are not limited to vehicle accidents, traffic stops, sportsmanship issues, member concerns, suspicious persons, or anything otherwise out of the ordinary scope of practice and activity that is of potential concern.
5. Injury/Illness and Incident Reports are not to be shared. They are department documents only. Should a person need a copy of their Accident or Incident Report, they will need to contact the Sport Clubs Office.

Travel Kits

1. Teams are highly encouraged to check-out travel kits for ALL off-campus travel
2. Travel kits include basic First Aid supplies in case injuries occur during trips

3. Contact csurecat@gmail.com to schedule a time to pick up a travel kit

Emergency Notification Plan

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

- All emergency situations (I.e., crime, hazing, Title IX incidents, mental health emergencies, etc.)
- Life threatening injuries
- Serious injuries (including any hospital visits or concussions)
- 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 an emergency response, Clubs should notify the Assistant Director and Coordinator, Sport Clubs via email to provide written documentation of the incident. Club Officers would contact the Rec emergency line at (970) 305-1517. If no one answers and/or it is outside the operating hours of the Rec, please leave a message and someone will respond to you as soon as possible.

Club Officer
↓
Rec Center emergency line: 970-305-1517
↓
Email the Assistant Director and Coordinator, Sport Clubs and submit any relevant Connect2 reports as required/applicable

Motor Vehicle Accidents and Traffic Stops

Any incident involving a motorized vehicle, minor or major, must be reported as soon as possible. If any police reports were filed, obtain and submit the police report to the Assistant Director, Sport Clubs.

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:

Sex
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 and Sport Club staff via accident forms.

Missing Persons Procedures

Sport Clubs draw a significant number 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, sex, age, hair color, eye color
   - Approximate weight and height
   - What the person was last wearing, color and type of clothing, shoe color and style (most important)
   - Location of where the person was last seen
2. Call 911.
3. Documentation – Complete incident report even if person was just lost.
4. If a person is not located, activate department Emergency Notification System by contacting the Assistant Director, Sport Clubs.

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

Inclement Weather

Inclement weather will close outdoor fields for practice and/or competition. When inclement weather occurs during activity, the Sport Club student staff will determine when the fields must close. When there is ongoing inclement weather or a significant threat of inclement weather recognized prior to activity, Sport Clubs professional staff will decide and communicate field closures no later than 3:00pm the day of whenever possible.

Cold Assessment Guidelines:

Following the best practice standards set forth by the National Athletic Training Association, Campus Recreation will close fields in serve cold situations:

Wind-Chill Temperature	Guidelines/adjustment
30° - 25°F	- Be aware and ready for possibility of cold injuries - Total exposure time: maximum of 2 hours
25° - 15°F	- Cover all exposed skin as possible - Rewarm: every 20 min for at least 10 minutes - Total exposure time: maximum of 60 minutes
15° - 10°F	- Consider limiting or modifying activity to limit exposure - Rewarm: every 15 min for at least 10 minutes - total exposure time: maximum of 30 minutes
< 10°F	- Cancel practice and reschedule

The following situations will ALWAYS warrant cancellation:

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

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 the 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 a university official.

Lightning Policy

The Sport Club 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 or surrounding accessible buildings. (Please note that the shade area between the outdoor field shed buildings is not an approved shelter.)
  - All equipment should 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 follow directors of Campus Recreation staff will result in disciplinary actions.

Sport Club Officers will be notified by the Sport Club Office about field closures via email. The Office aims to make closure decisions by 3:00 pm the day-of.

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.

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, 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 academic years 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 Assistant Director, Sport Clubs to discuss your budget proposal
- Submit the budget by the date assigned from the Sport Club Office

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

How to Receive Allocated Funds

To receive allocated funding, among other requirements, each Sport Club must submit a Budget Request and a completed Annual Report. The Club will receive an allocation from the Sport Clubs Office based on the Points Allocation system. Any allocated funds will not be available until the start of the next fiscal year (at least August 1), unless deemed necessary by the Sport Clubs professional staff.

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 the 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 the last day of the same academic year. Points earned will determine the individual Club's allocation amount for the following academic year.

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 – points based on rubric in Connect2
- Each subsequent session – points based on rubric in Connect2

Community Service

Every Club is required to complete at minimum two community service events per year at which 25% or more of their Club roster is present and contributing. Completed hours must be approved and appropriately documented with the Assistant Director, Sport Clubs. Below are the points earned based on the percentage of rostered members participating.

- 25% - 10 points
- 26% to 49% - 15 points
- 50% to 74% - 25 points
- 75% to 99% - 35 points
- 100% - 50 points

Attendance at other Club events

Every Club can attend other Clubs' competitions and events to earn additional points. To earn points at least 25% of the visiting Club's roster must be present. These attendances are not required. Below are the points earned based on the percentage of rostered members participating.

- 25% - 10 points
- 26% to 49% - 15 points
- 50% to 74% - 20 points
- 75% to 99% - 25 points
- 100% - 30 points

Clubs cannot visit the events of another Club more than once per academic year to receive points. Example: If a Club attends 3 events during the year hosted by Women's Soccer, Nordic Ski, and Women's Soccer again, they will only earn points for two unique attendances to Nordic Ski and Women's Soccer.

Clubs will earn points for the first event they go to for a unique Club. In the above example, if the visiting Club has 25% of their roster go to the first Women's Soccer event and 50% attend the Women's Soccer event later in the year, points will only be earned for 25% attendance.

Club Awareness and Marketing

- Updated and active online presence via website, Facebook, Instagram, etc – 5 points

Outreach Events

Clubs can also earn points each time they take advantage of an opportunity to actively promote the Club to the campus community, Fort Collins community, and beyond. This can include attending orientation sessions, tabling on campus, participating in student organization fairs, hosting an alumni event, having a collaborative community event (like youth clinic/camp), 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
    - 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.

Fundraising events do not include Sponsorships/Donations.

- 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
    - Collection of Club dues does not count as a fundraising event

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 – 10 points
- Cumulative Club GPA below 2.5 – 0 points

Team Bonding

To encourage the engagement of members outside of practices and competitions and strengthen the Club's member engagement and retention. Team Bonding events must be positive, substance free, and separate from your Club's actual sport/activity. To report team bonding events, make sure to take a picture! Team Bonding Reporting Form in Connect2 should be completed after the event with an attendee list and a picture from the event uploaded for points.

- 5 points/event
    - Maximum 2 events/month

Officer or Team Meeting Minutes

Officer meetings (minimum monthly) and team meetings (minimum semesterly) are required of every Sport Club. We encourage these because they help support your Club's organization and your own personal growth and development as Club Officers! To receive points, the Club must take detailed meeting minutes within their meeting agenda, using the agenda template provided and upload those meeting minutes in the Officer/Team Meeting Reporting Form in Connect2. Meeting minutes should be reported no later than 7 business days following the meeting for the Club to receive points.

- 1 point/meeting

Safety Officer Audits

Each semester, every Safety Officer must complete a safety audit with Sport Club staff. This audit consists of testing out their CPR and First Aid skills. The audit score is a max of 10 points, and an average score of all audits from all Safety Officers.

- Max 10 points

Annual Budget Presentation Scores

As part of the Annual Budget process each year, the Treasurer and the President (or Vice President) of every Club is required to deliver a budget presentation to the Sport Club Advisory Board. Scoring categories are based on content of the presentation, delivery of the presentation, visual aspects, and an overall presentation score. Score is based on the average total score from all Sport Club Advisory Board members.

- Range

- 19/20 - 35 points
- 18/20 - 30 points
- 17/20 - 25 points
- 16/20 - 20 points
- 15/20 - 15 points
- Below 15 average – 10 points for completion

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

When Clubs fail to meet expectations and deadlines set by the Sport Clubs Office, points and allocated funds 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 year will earn 35 points.

Sport Club Violation Matrix

Violation System

Sport Clubs are required to comply with university policies, campus regulations, as well as the policies outlined in this Sport Club Manual. Failure to comply with any of these policies will result in fines and/or the loss of Sport Club status or other administrative actions.

Defining Violations

Order listed below (ex. $50/#1/-10) indicates from left to right: the amount of current allocated funds deducted, outcome affiliated with the number below, then number of Club points deducted

Violations	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence & there on**
Failure to complete individual ***IMLeagues Registration*** prior to their participation	$50/#1/-10	$100/#2, #3, #4/-20	$200/#3, #4, #5/-35
Allowing ineligible individuals to participate in club activities (suspended members, folks without a Campus Rec membership, etc.)	$100/#2/-20	$200/#3, #4/-35	$300/#4, #5/-50
Traveling without being on the travel roster	$100/#1, #2/-20	$200/#2, #3, #4/-35	$300/#3, #4, #5/-50
Failure to comply with Chase Travel, Enterprise, and/or	$50/#1/-10	$100/#2, #3/-20	$200/ #2, #3, #4, #5/-35

Motor Pool policies/procedures			
Late cancellation for practice or competition (no later than 3pm on a business day)	$25/#1/-5	$50/#1, #2/-10	$75/#3, #4/-15
No show for practice or competition	$50/#1/-10	$100/#2, #4/-20	$200/#3, #4, #5/-30
Initiating sponsorship, fundraising, donation activities, or receiving gifts in kind without Sport Club Office approval	$50/#1/-10	$100/#2, #3/-20	$200/#3, #4, #5/-35
Unapproved club activity (competitions, travel, practices, events, etc.)	$100/#1, #2, #3/-20	$200/#3, #4, #5/-35	$300/#4, #5/-50
Late to submit a Travel Request, meet other travel deadlines communicated by SPCL staff, checkout a travel binder, and/or complete a post-trip mtg or form	$50/#1/-10	#100/#2, #3, #4/-20	$200/ #4, #5/-35
Late or Failure to submit ***Paperwork/Digital Forms*** *(Ex: registration, traveler profiles, annual budget, Connect2 forms, other deadlines)*	Late: $50/#1/-5 Failure: $100/#2, #3/-10	$100/#2, #3/-20	$200/#3, #4, #5/-35
Late/Failure Annual Registration, End of Semester Report, or Annual Report (failure to submit can increase loss of points)	$25/-5	$50/-10	$100/-15
Late to submit Club status requirements (warning/probation/suspension - number of points increase based on level of severity of Club status)	Late: $50/-5/#3 Failure: Above + #3/#4/#5	$75/#3, #4, #5/-10	$100/#3, #4, #5/-15
Failure to meet expectations/directives set forth by the Assistant	$50/#1/-10	$50/#2, #4/-20	$100/#3, #4, #5/-35

Director or Coordinator, Sport Clubs			
Failure to meet expectations/directives set forth by the Athletic Trainer	$50/#1/-10	$50/#2, #4/-20(loss of access to AT)	$100/#3, #4, #5/-35
Failure to abide by concussion policies (baseline testing, reporting, return-to-play, etc.)	$100/#1, #2/-20	$200/#3, #4, #5/-35	$300/#4, #5/-50
Misuse of facilities or equipment (both on & off-campus)	$50/#1, #2, or #3/-10	$100/#2 or #3/-20	$200/#3, #4, #5/-35
Failure to submit an accident report for an injury that occurred during club activity	$50/#1/-10	$100/#2, #3/-20	$200/#4, #5/-35
Failure to submit an incident report for an incident that occurred during club activity (vehicle accidents, sportsmanship issues, member misconduct, etc.)	$50/#1/-10	$100/#2, #3/-20	$200/#4, #5/-35
Failure to meet expectations around purchasing policies and procedures (artwork approval, communication, etc.)	$50/#1/-10	$100/#2, #3/-20	$200/#4, #5/-35
Failure to meet on-campus practice expectations (ID policy, interactions with SPCL Managers, abide by reservation times, failure to set-up/breakdown facility, etc.)	$50/#1/-10	$100/#2, #3, #4/-20	$200/#4, #5/-35
Not meeting attendance expectations for Sport Club meetings or Officer Trainings	$100/#1/-20	$200/#2, #3/-35	$300/#4, #5/-50
Failure to meet Sport Club officer expectations (see expectation agreement)	$50/#1/-10	$100/#2, #3/-20	$200/#3, #4, #5/-35
Failure to comply with Coaches Requirements (Onboarding trainings)	$100 (after 30 days of coaching)/#1/-20	$200 (after 31-60 days of coaching)/#2, #3, #4/-35/not eligible to coach	Coach Termination from Sport Club Program

Failure to comply with Coaches Expectations	$100/#1/-10	$200/#2, #3, #4/-20	Coach Removal from Sport Club Program
Failure to represent CSU in a positive manner resulting in disciplinary action from the University (includes Student Code of Conduct violations)	$100/ #1, #2, #3, #4/-35	$500/ #1, #2, #3, #4/-50	Team Removal from Sport Club Program

The numbers above and below indicate what can happen along with the fine amount.
#1 E-Mail warning
#2 Meeting with the Assistant Director, Sport Clubs
#3 Club is placed on probation for a period determined by the Assistant Director and Coordinator, Sport Clubs and with input of the Sport Club Advisory Board
#4 Loss of facility space and/or travel
#5 Possible loss of recognition as a Sport Club
Major infractions may be referred to CSU Student Conduct depending upon the action taken by the club and/or member.

Note: Any student conduct violation will separately go through the student conduct process first and then may additionally go through its own Sport Club process.

The list above is not all-inclusive. Other violation points may be assessed as deemed necessary and appropriate by the Assistant Director, Sport Clubs

<u>Supplemental Funding</u>

- Can only be used for a season culminating, post-season competition that requires qualification to be able to participate (e.g., Nationals, Regionals, etc.)
    - 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.
- The Club must complete the Supplemental Funding Request form, which will be reviewed by the Assistant Director, Sport Clubs. This draft completion will serve as an approval process via request and an estimate of what the Club can anticipate receiving as supplemental funding
    - Supplemental Funding forms are not intended to cover costs up-front for a trip. The funds will be received after the trip is complete.
- The Club will be required to complete a second Supplemental Funding Request form upon return from the trip with the accurate costs incurred on the trip. This is to ensure that the supplemental funding provided aligns with the allocation guidelines
- Fund are transferred to the Club's account by the Assistant Director, Sport Clubs after receiving this supplemental fund request
- 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 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
- Clubs will be awarded supplemental funding using the following guidelines;

    - $300 base amount awarded for qualifying trips
    - 10% 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 Assistant Director, Sport Clubs 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 must consult with the Assistant Director or Coordinator, Sport Clubs to assist with fundraising ideas and ensure they have approval prior to initiating fundraising activities. All fundraising initiatives require approval from the Sport Club Office.

Equity Fund

Acknowledging that team member dues can be a systemic barrier to the benefits of participation, toward helping Colorado State University students pursue their Sport Club extracurricular goals and find community in the Sport Club Program, the Sport Club Equity Fund is available for students to apply for Sport Club individual team member dues assistance. The fund is created by a Program commitment of allocating a portion of the activity fees all full-time, on-campus students pay each semester that fund the overall Program. Review and awarding of these fund applications happens annually in the spring academic term, and is based on a combination of fund availability/balance and the applicant's need-based demonstration and articulation.

Club Account Sheets

It is the responsibility of each Club's Officer group to manage their own funds. Every Club has a "237" account, beginning in 237 and ending in 4 unique digits. Each Club's full account number (237xxxx) is listed at the top left corner of their account sheet. Club account sheets are accessible through the Sport Clubs website. Account sheets is intended to give Sport Clubs Officers an accurate estimation of the funds currently available in their 237 account. It is updated by Sport Clubs and Fiscal staff as money is spent and deposited. For that reason, it is not always a perfect reflection of the actual balance in the Club's 237 account. 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. For deposits, please allow approximately 7 business days for the funds to appear on the account sheet. The Club accounts sheets demonstrate the financial health of the Sport Club and should be reviewed by the Treasurer and/or additional officers on a weekly basis. The Club account sheets include descriptions for each line item.

Use and Types of Funds

All Clubs receiving "allocated funds" from the University must raise "generated funds" during the fiscal year at least equivalent to their allocated funding amount to support the Club. Allocated funds can only be used in certain ways, whereas the Club may spend generated funds however it wishes as long as it is consistent with University policy (i.e., no alcohol, gifts, or awards).

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
    - 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

Allocated funds may not be used on coach stipends/expenses or individual apparel items that stay with the participant and are not Club property. All unused allocated funds will be returned to the supplemental funds account at the end of the academic year. When Club accounts are reconciled at the end of each Fiscal year, the Fiscal staff will assign expenses to allocated funding as appropriate. Allocated funds will not be drawn down on the account sheets until this adjustment is made.

Generated Funds

Sport Clubs are required 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, or gifts).

Generated income could include, but is not limited to: Player dues, donations, apparel sales, event/competition admission, and fundraisers.

Depositing Funds in the Sport Club Account

All revenue from Club activities must be deposited in the Club's account. Holding funds that belong to the Club outside of the university account is grounds for immediate suspension.

To make a deposit, come to the Sport Clubs office to complete the appropriate paperwork with the Sport Clubs Office Managers. They will turn in the deposit to the Fiscal staff. Dues and other miscellaneous payments can also be set up online. Requests for online dues will be taken by the Sport Clubs Office prior to every semester, and other options for online deposits can be added during the semester if the Sport Clubs Office has the capacity to do so.

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.

Types of Deposit Forms

Various forms are required when Clubs want to put money into their Club account. Some of the parameters around which forms to use when are listed below. Please always talk to the Sport Clubs Office Managers or the Coordinator or Assistant Director, Sport Clubs when depositing money to be sure it is routed appropriately, and the proper forms are completed.

- **Credit Card Payment** – To make a credit card payment, officers must go to the Sport Clubs office and fill out the credit card deposit form.
    - **Member dues paid by credit card will only be done online through the Sport Clubs website.**
    - If an external entity (i.e. a visiting Club paying tournament entry fees) needs to pay a CSU Club by credit card, the Officers must notify the office staff via sportclubs@colostate.edu regarding the details of the customer(s), what they will be paying for, and how much they owe. The customer(s) can call or email the Sport Club office to schedule a time to make the credit card payment. This allows Sport Clubs Office Managers to process the payment correctly and ensure the proper amount is being recieved.
- **Deposit Form** – Deposit forms are used to deposit dues, fundraising, sponsorship or merchandise money, etc. DO NOT USE FOR DONATIONS! If your deposit includes the word "donation" in the check memo, giving letter, or otherwise, you might need to process it as a donation. Please review the below and make sure your money is being properly routed as either a "Deposit" or "Donation".
    - Deposit forms are not needed when dues or other payments are made online
- **Donation Form** – Donations are funds given to the Club for which the donor receives nothing: no goods, services, or sponsorships in return. Donations are eligible for tax deduction by the donor, whereas deposits are not. For that reason, donation forms are different than deposit forms.
    - Donation forms are not needed when donations are made online via the Club's Giving Page or RamFunder
- Checks for deposits or donations should include:
    - Pay to the Order of: Club Name
    - Name and Address of check writer
    - Should not be more than 6 months old
    - Both the numerical and written number should match

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 their team's page for donations. Online donations must come through this official page or the team's RamFunder. External donation websites (GoFundMe, Venmo, etc) cannot be used.

Sport Club Online Dues Pages

Each Club has an active online Dues page which can be found through the Campus Recreation Sport Clubs webpage. Clubs are encouraged to direct members to their team's page for dues. Other payments for merchandise can be posted on the Club's online page with prior approval and if the Sport Clubs Office has the capacity to do so.

Member Dues Payment Expectations

Sport Club teams have the right to decline participation if a member does not pay their dues on time or does not communicate a desire for financial need/support to set-up a payment plan. Communication from the athlete must be proactive, and they are expected to meet the agreed upon expectations set forth within the Club for all members.

Refunding of Dues

Sport Clubs have a no refund policy on all funds deposited into Sport Club accounts except for in extenuating circumstances. Please contact the Assistant Director of Sport Clubs with any questions you may have regarding this policy or for any potential requests for exceptions.

Spending Funds from the Sport Club Account

Sport Clubs can spend their funds in a number of different ways. **All expenditures need to be preapproved by the Sport Club Officers and a Sport Club staff member**. This ensures that the appropriate forms have been used, documentation is correct and appropriate paperwork is attached.

Club Expenditure Processes and Guidelines

Purchase Request – a Purchase Request form is needed to initiate all purchase expenditures. Purchase Requests are submitted, tracked, and managed digitally via Wrike where each Club has a password-protected account. They are available on the Sport Clubs webpage and in the "Forms" section of Connect2. They can also be accessed directly through the Wrike platform. *Note: Invoices over two months past due may be paid without officer signatures/requests.*

The Purchase Request Form must be utilized for all purchases made by a Club regardless of the final payment method (Check, P-card, Purchase Order, or other). Instructions and important information about completing the form are included on the form, in Club Binders, and in the SOPs section of Connect2. No requested purchase is final until it is reviewed by the Sport Clubs staff, all required elements are recieved, and the purchase is approved by the Campus Recreation Fiscal and Sport Clubs offices. This approval takes into account the type of expenditure and the existing budget for that expenditure.

Once a Purchase Request is submitted, Sport Clubs staff will collaborate with Club Officer(s) as needed to ensure all required materials are collected and CSU financial policies are followed prior to final payment. Requests, questions, and updates will be provided directly in the comments of the submitted Wrike Purchase Request Project. Clubs can check on the Purchase Request status via their Wrike account by accessing the "Reports" on the left sidebar of the Wrike Page. Clubs will receive notifications to their Club email for any comments or updates to their Wrike Projects, unless they change their Wrike account settings to avoid such, which is not advised.

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

Purchase Requests should be submitted two weeks in advance if possible to ensure time for the Sport Clubs Office and Club Officers to collaborate to collect all required items and submit to the University for payment. When all required items are recieved in the original submission, the process will move faster. Clubs should see the "Timelines" document in their Club Binders and Connect2 SOPs or "Anticipated Timelines for Club Processes" in this manual for details on what to expect regarding purchase turnaround time.

Common Types of Payments

- **Standard DV**
- **Standard PCard**
- **Official/Coach/Athletic Trainer Payments**
    - **Official/Coach Payment Form** – In order for an official/coach to be paid, officers **AND** Coaches/Officials must complete this Form in addition to the Purchase Request. If an official/coach has never been paid by CSU before, they must also have a W-9, Business Self-Certification, and Independent Contractor Form completed.
- **Reimbursements**
- **Refunds**
- **Apparel**
    - Requires artwork approval from the Coordinator or Assistant Director, Sport Clubs before orders can be released. If apparel is not being kept by the Club long-term, individuals keeping the apparel must pay sales tax on their items.
- **Registration and Entry Fees**
- **Hospitality/Event Expenses (Authorized Business Functions)**

- Typically food, space rental, or any other expenses supporting a banquet, meeting, or other Club event that serve the purpose of providing hospitality to attendees. These require an agenda and attendee list to verify that the expense was to support University business being performed. Details of agenda and attendee list requirements are available on the Purchase Request Form where those materials are attached.

Tax Documents

For new vendors being paid, CSU needs their tax information to remit a check. These forms are the W-9 and Business Self-Certification. For independent contractors (most often officials, coaches, and Athletic Trainers) an Independent Contractor Questionnaire will also be required.

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.

Purchasing Food for Team Use

All food for team use, other than that used during travel, is considered to be a hospitality/event expense and has restrictions on usage. It can only be purchased to supplement official functions by the Club (meetings, trainings, alumni events, banquets, etc.). Consult the Coordinator or Assistant Director of Sport Clubs before any hospitality purchases request approval. Failure to obtain approval prior to purchase may result in Club members being responsible for costs incurred.

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 religious organizations or political campaigns.

Purchasing Gifts/Prizes/Awards

<u>Gifts and gift certificates are not allowed to be purchased with Club account money</u>.
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 <u>must</u> have prior approval from the Coordinator or Assistant Director, Sports Clubs and complete the appropriate forms.

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 8.05%.
- Each Sport Club needs to collect tax on the sales of goods which the organization purchases for resale (for example t-shirts, hats, backpacks etc.) Clubs do not need to collect sales tax on dues, ticket sales, entrance fees and services. When taxes are applied on an item, you should raise the price to members accordingly so that you do not lose money on the final sale.
- When you submit a Purchase Request to order merchandise to be used for resale, the Sport Clubs Office staff can support you in ensuring that all proper procedures are followed.

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: You are selling stickers and want to earn $0.50 per sticker. $0.50 x 1.0805 = $0.54. You will need to sell stickers for $0.54 to account for sales tax that will be removed and to earn $0.50 on each sale. We recommend always rounding up amounts so that you will not have to deal with pennies for cash purchases.

After the sale:

2. Count all of the money then divide by 1.0805. This figure will be the amount of profit you made. Example: You sold 5 bracelets for $5 each. $25.00 / 1.0805 = $23.137. Round down to $23.13. Your Club account will receive $23.13 for all bracelet sales after sales tax is removed from your profits.
3. Subtract the $23.13 from $25.00 = $1.87. This is how much sales tax was collected.
4. When depositing earnings for taxable sales, bring the money to the Sport Clubs office and include the sales tax calculations on the provided Deposit Form (there is a fillable formula written out the form). Taxable purchases will be directed primarily through Fusion when possible. Consult the Coordinator, Sport Clubs for details.

Note: You are collecting sales tax from the people who are buying your Club's goods. Your Club never pays Colorado sales tax. Vendors selling merchandise on behalf of a Club are responsible for collecting and remitting sales tax (example: online apparel stores through BSN collect tax from customers at the point of sale).

Important Information about Expenditures (Reimbursement of Services – not possible/cap on tipping)

- **Individuals 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, they may have to bear the expense personally. If an unforeseen expenditure occurs, contact the Sport Clubs office immediately.
    - **Coaches should not make any purchases and therefore should not expect to be reimbursed for these purchases.**
- University, Campus Recreation, and Sport Club regulations shall govern all expenditures.
- Individual Club members (or affiliates) are liable for money promised on vendor contracts not approved by the Sport Clubs office before signing.
- The Assistant Director or Coordinator 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. Contact the office as soon as any pertinent information on registration or

entry fees is obtained. To authorize travel, Club officers must complete the Travel Request Form and other required travel forms as requested in advance.

Completion of all IMLeagues forms per each individual is required before ANY participation and/or travel. Traveling with members missing forms or not on the IMLeagues roster may result in loss of travel privileges and impact the status of your Club.

Clubs must submit travel paperwork for **all** Club related travel outside of Fort Collins, CO, even if it is a "no-cost" travel. This includes trips to Boulder, Greeley, Denver, Loveland, Longmont, etc. Paperwork requirements are the same for trips that occur outside of regular academic semesters (I.e., summer and winter break).

Any trip where a Club member will be competing in activity related to their Club sport using CSU's name or imagery requires the travel process to be followed, which is initiated by the Travel Request. Even if it is just one athlete.

Trips that occur outside of the 50 U.S. States need to inform the Sport Club Office as soon as possible so the Office can work with necessary University entities to meet all requirements for university-sponsored events. It is suggested that this process start no later than 60 days prior to the trip.

Types of Travel Forms

- Motor Pool Vehicle Request **-** This form is used to request usage of a CSU Motor Pool vehicle. It is included within the Travel Request in Wrike.
- Traveler Profile **–** This form must be completed by Club officers at the beginning of the year to process Club travel and expenditures.
- Travel Request Form **–** This form must be completed for ALL travel and includes hotel information, transportation information, and a travel roster, and other pertinent trip details that are important for the University and Sport Clubs Office to be aware of when Clubs are traveling on University business. The Travel Request Form is available in Wrike where each Club has a password-protected account and can check in on current Travel Requests or review historical submissions.
- Vehicle Use Authorization Form **–** Required annually as part of the MVR clearance process required by CSU for any individuals driving rental vehicles under University insurance on a University trip.
    - The MVR clearance process requires:
        - A Vehicle Use Authorization form completed by any potential drivers (available upon request from the Sport Clubs Office)
        - Potential drivers' license information to be entered onto the "Approved Drivers" tab of the Club Roster in Google Sheets.
            - Additional clarification can be found at the bottom of the "Approved Drivers" tab of the Club Roster.

General Travel Procedure

Pre-Trip

As soon as a Club has information on a trip, they can submit a Travel Request Form to the Sport Clubs Office online or by visiting in-person. The Travel Request form can be accessed directly through the Wrike platform, but is it also linked and available on the Sport Clubs webpage and in the "Forms" section of Connect2. Once a Travel Request is submitted, Sport Clubs Office Managers will collaborate with Club Officer(s) as needed to ensure all required trip information is collected and CSU policies are followed prior to final approval. Requests, questions, and updates will be provided directly in the comments of the submitted Wrike Travel Request Project. Clubs can check on the Travel Request status via their Wrike account by accessing the "Reports" on the left sidebar of the Wrike Page. Clubs will receive notifications to their Club

email for any comments or updates to their Wrike Projects, unless they change their Wrike account settings to avoid such, which is not advised.

Additional time is needed to obtain pre-payment for registrations or entry fees and travel advances.

The Travel Request form deadline is **12 business days prior to the trip**. This form also serves as the professor letter request form.
At minimum, a Travel Request must include:

- Full Traveler List
- Designated Traveler
    - Must have a CSU Traveler Profile on file.
- CPR/First Aid Certified Traveler
    - Must have a certification on file that meets the Sport Clubs requirement (see page 26: First Aid/CPR/AED) as well as a Concussion certification.
- Vehicle Information
- Hotel/Lodging information (for multi-day trips)
- Estimated trip costs

Travel Requests may only be submitted without all above elements for the following exceptions, or other circumstances communicated to the Sport Clubs staff that are determined to be extenuating:

- Submitting a Travel Request early to ensure necessary external deadlines are met (such as securing limited charter bus reservations through Motor Pool or reserving a hotel in a limited, tournament-required block of rooms)
- A trip only has one traveler. A CPR/First Aid traveler is not required in this case.
- Hotel/lodging or vehicles will not be used for the trip.

Clubs should still strive to include as much accurate estimation as possible in their submissions regardless of extenuating circumstance.

The Sport Club Office will not create new professor letters with less than seven business day notice. Last requests for additions will be accepted no later than five business days prior to trip departure. Athletes who haven't completed the required liability waivers will not be included in the letter, nor are they permitted to travel.

Pre-Trip Meeting

If desired, pre-trip meetings are available as a resource to help Clubs prepare for travel. During the meeting, Office Managers will review the trip details with the Club, discuss any needs for travel, and answer any questions the Club might have about meeting travel requirements. Pre-trip meetings, if requested, should be held no later than 7 business days prior to the departure date.
Pre-trip meetings are booked via the Calendly links at the bottom of the Office Managers' email signatures. Clubs on probation are required to have a pre-trip meeting for their first trip of the academic year.
The pre-trip meeting is designed to plan for expenses and the staff recognizes that expense plans may change. Notify the Office Manager of these changes as they occur.

During the Trip

Make sure to bring your Club Binder on your trip. It will have instructions and tips for travel. If anything goes wrong on the trip such as an accident or serious injury, the binder has resources on what to do and who to contact. FOR EMERGENCIES DURING CLUB TRIPS, CONTACT THE CSU REC EMERGENCY LINE (970)305-1517 AND 911. The Rec emergency line is active during all CSU Recreation Center operating hours and can relay information to Sport Clubs full-time staff as needed. If the Rec is closed, leave a message so action can be taken once it opens.

While traveling, members must keep all itemized receipts pertaining to the trip (gas, lodging, food, entry/registration fees). These receipts will be needed to verify costs incurred with the Travel Advance and/or to request reimbursement for money spent on the trip over the Travel Advance amount. It is recommended that at least one Officer is designated to be responsible for receipt tracking and handling during every trip (typically the Certified Traveler on the Travel Request form, Travel/Safety Officer, or Treasurer, as available).

Post-Trip

Upon return, Clubs will receive an message in Wrike from the Sport Clubs Office to complete a post-trip meeting where trip costs will be confirmed, reconciled, and reimbursements for valid trip expenses with receipt backup can be initiated. Clubs will receive notification of this Wrike message to their Club email, unless they change their Wrike account settings to avoid such, which is not advised. If no Club money was spent during the trip, the Sport Clubs Office will confirm the trip was no-cost via Wrike and no post-trip meeting will be required.

Post-Trip Meeting

Post-trip meetings are required for any trips where costs are incurred that will be paid or reimbursed from the Club account. The post-trip meeting deadline is 10 business days after the Club's return. These are booked through the Calendly links in Office Manager email signatures and **must be reserved at least 2 business days in advance.** During the post-trip meeting, **Clubs** visit the Sport Clubs Office with leftover Travel Advance money and/or receipts from the trip.

During the Post-Trip meeting, Office Managers will review each itemized description for receipts to make sure they are reimbursable and match actual expenses. If the Club used a Travel Advance:

- If there is cash remaining the Office Manager will review the Travel Advance returned, assist the Club Officer in depositing the money back into the Club account, and issue a receipt for the returned travel advance.
- If there is no cash to be returned, the Sport Club Office Manager takes the travel paperwork to the Fiscal Office. The Traveler indicated on the trip can be reimbursed for any eligible itemized receipts exceeding the spent Travel Advance.

Travel Reminders:

- Itemized receipts are required to verify expenses**. If receipts are not returned the Certified Traveler listed on the Travel Request Form will be held liable for all trip expenses. Please look at the dates on each receipt to ensure that the receipts are applicable to the time covered during travel.**
- To have a trip approved and/or receive a Travel Advance, the Travel Request form must be completed at minimum 12 business days before the departure date.
- Money left over from a Travel Advance may not be utilized for expenses other than travel and should be returned with travel paperwork to the Sport Club Office Manager during the post-trip meeting.

The following items can't be reimbursed:

- Personal expenses: Items that will be kept/used by one Club member and were not required for the trip or competition. Food is an exception, but it is not recommended that Clubs bear the cost of all Club member meals on a trip for administrative and Club budgetary purposes.
- Travel insurance
- Traffic/Parking fines
- Minor costs from accidents and thefts
- Services (marketing, rental of practice space, professional maintenance of equipment, etc.)
    - All services must be paid directly from the Club's University account via a Purchase Request per CSU financial policies. If a service will be needed during a trip, contact the Assistant Director and Coordinator, Sport Clubs for advice on how to proceed.

Travel Advance Process

When a team needs cash for travel, they need to indicate why and how much on the Travel Request.

- The Travel Advance is requested from Travel Services and the Certified Traveler on the Travel Request is issued a check by the Bursar's Office. Travel Advances are issued in check form and then can be cashed at any bank by the listed Traveler.

Plan ahead so you can be issued a travel advance. If possible, request slightly more than you may estimate to account for unforeseen expenses. It is a much simpler and more timely process than issuing any reimbursement. Reimbursements from trips can take over 2 months to arrive.

Travel Originating Out of State

There are many restrictions placed upon which vehicle rental agencies Clubs can rent from outside the state of Colorado. Please have the Club contact CSU-approved Chase Travel agents at csu@frosch.com to make an out-of-state travel or vehicle rental reservation. Incldue "Sport Clubs" in the email subject line. When Completing a Travel Request, Clubs indicating a need to contact Chase Travel for reservations will be provided a request form template to complete and email to csu@frosch.com detailing their needs.

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. Failure to do so may result in loss of privileges provided by Sport Clubs and/or recognition as a Sport Club.

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 facility access and Student Fee funding may be frozen until the situation is resolved. Please review the Sport Clubs Code of Conduct in this manual as well as the Colorado State University Student Code of Conduct with ALL members prior to leaving.

Hotel Reservations

To make hotel reservations, follow the directions listed on the Travel Request Form. Reservations are made by a Sport Club Office Manager on state event card prior to the trip. This avoids the incorrect credit card being charged. Hotel reservations made with a third-party agency (e.g., Travelocity, Orbitz, Priceline) are not allowed because they can't be charged to the state event card. Sport Clubs Office Managers aim to make all requested lodging reservations no later than 2 business days from the request date to ensure availability.

Be aware of 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.

Club Officers are responsible for the Club members regarding hotel behavior. Clubs are representing Colorado State University and if something goes wrong, the hotel or the officers can contact the Sport Club Office or other offices on the campus with their concerns.

Airline Reservations

Clubs planning on traveling by plane must utilize the CSU approved travel agency, Chase Travel. Our designated agents can handle the Clubs needed flexibility (holding, adding/dropping tickets, group sales, etc.).

To book flights Clubs must:

- Submit a Travel Request
- Reach out to Chase Travel agents at csu@frosch.com and include "Sport Clubs" in the subject line of any emails. Reservation request emails should include a completed request form template provided through the Travel Request. Copy the Sport Clubs Office (sportclubs@colostate.edu) on all written communications. Agents will work with you for required information, such as a list of travelers' legal names and birthdates.
- Once the details are sorted, Chase Travel agents will not book flights until your Travel Request is approved through our office and CSU. Make sure you get the Travel Request and logistics with Chase Travel done early to ensure best results. 45 days ahead of departure recommended.
- If you are getting rental vehicles at your destination, Chase Travel will book those as well. Be sure to communicate your needs with her. The Sport Clubs Office cannot book rental vehicles outside of Fort Collins.

If a Club chooses to have athletes or coaches purchase flights outside of Chase Travel, they can do so. If they would like to reimburse individuals for flights purchased out-of-pocket, the following criteria must be met:

1. Submit a Travel Request
2. Savings: there must be a cost savings between the individual's selected fare and Chase Travel's fare, including fees.
3. Documentation of the cost and savings must be included with the Travel Request paperwork. In other words, the individual's out-of-pocket flight receipt(s) *and* a copy of Chase Travel's quote for the same flight dates/times must be included to prove there was a cost savings by booking outside of Chase Travel.
    a. Clubs *must* get flight quotes from Chase Travel to compare with out-of-pocket flight costs and verify reimbursement will be possible via the Coordinator, Sport Clubs, *before* allowing members expecting Club reimbursement to purchase out-of-pocket flights.
4. Individual's out-of-pocket airfare receipts must be kept and submitted to the Sport Clubs Office for any flights to be reimbursed.
5. Copy of the flight itinerary must also be included with the Travel Request
6. Reimbursement to the traveler is granted after the trip is completed – can take up to 2 months after all requirements are met.
7. Each Sport Clubs team and individual 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.

Flight reimbursements are administratively difficult for Club Officers, travelling members, Chase Travel, and the Sport Clubs Office. They are not recommended, and it can take up to 2 months for the reimbursement to arrive after all requirements are met. Instead, it is recommended to purchase flight tickets from ChaseTravel directly through the Club's University account, or have members pay for flights out-of-pocket without reimbursement being offered. If having members buy flights and be reimbursed is necessary for the cost benefit it can provide the Club, be sure to communicate with the Coordinator, Sport Clubs to ensure all requirements are being met and reimbursement can be granted.

Vehicles

There are currently four options available for vehicles when traveling. Indicate which type(s) you would like to use on your Travel Request and work with the Sport Clubs Office Managers to make any needed reservations.

- CSU Motor Pool has cars, vans, and buses available to rent. Motor Pool cars and vans have gas cards available in their glove box so that athlete drivers do not need to pay for gas out of pocket or be reimbursed. Instead, Rec Fiscal staff will allocate gas expenses incurred with those cards on a trip directly to the Club's account during the post-trip process. For this reason the Sport Clubs Office recommends utilization of Motor Pool vehicles when possible. All athletes driving rental vehicles must be approved by the University before driving under the University's liability insurance. See "MVR Process for Driving Rental Vehicles" for details on the approval process.
    - Clubs who require trailer hitches for trips need to take Motor Pool cars and vans unless they are taking personal vehicles with towing capabilities. Indicate on your travel request that you need a hitch so that Office Managers can help you secure that.
    - Motor Pool buses are limited in availability. Clubs seeking use of Motor Pool buses should submit their Travel Requests months in advance whenever possible for best availability, even if some or most trip details are not yet final. The Motor Pool office requires the Club produce a full trip itinerary so that they can assign a bus and driver accordingly. Clubs taking a bus on a multi-day trip must secure lodging for the driver as well.
        - If Motor Pool buses are not available for requested trip dates, see "Third-party charter buses" below for additional options.
- Enterprise Rent-A-Car and Hertz have cars and vans available for in-state and out-of-state travel. All athletes driving rental vehicles must be approved by the University before driving under the University's liability insurance. See "MVR Process for Driving Rental Vehicles" for details on the approval process.
    - Max vehicle size for Enterprise rentals is a 12-passenger van. Typically, Enterprise does not have these available, but they can be rented.
    - Enterprise does not have hitch options available.
- Personal vehicles
- Third-party charter buses
    - All bus rentals must be made through CSU Motor Pool. If CSU Motor Pool does not have a bus available for your travel dates, we can assist you with renting through a third-party company. This must be initiated 3 weeks in advance of the trip departure date to properly coordinate, so it is imperative that whenever you are seeking bus reservations you submit your Travel Request very early and indicate desire for a Motor Pool bus (months in advance where possible) even if you do not have all trip information final at the time of submission. That process is as follows:
        - Submit a Travel Request for the trip and indicate that you would like to use a Motor Pool charter bus.
        - Officers will reach out on-campus to Motor Pool to see if they have any buses available. The Sport Club Office can provide contact information, and the contact information is in the Travel Request form. Teams must to try to use them first before looking into external options. If they are unavailable for your trip dates, you can move on to the next step.
        - Identify a Charter Bus company to work with and submit a Purchase Request to inform the Sport Clubs Office of your intent to use and pay for their service.
            - CSU Motor Pool must approve the third-party company via the Sport Club Office. Some they recommend and have approved are Arrow, Fort Collins Charter, CharterUP, or US Coachways.

CSU Liability Insurance

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 the 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.

For rentals involving flights or any rentals being picked up out-of-state, Chase Travel will book your vehicle. Please communicate your needs to agents at csu@frosch.com using a template form available from the Travel Request. Include "Sport Clubs" in the subject line of the email. You will still need to indicate on your Travel Request that you are getting out-of-state rental vehicles.

All drivers for Enterprise Rent-A-Car vehicles must be 21 years of age to rent or drive a 12-passenger vehicle. For 7-passenger vehicles or smaller, drivers over the age of 21 are preferred but not required.

MVR Process for Driving Rental Vehicles

In order to be in compliance with CSU's vehicle insurance, all rental and Motor Pool vehicle drivers need to complete an MVR (Motor Vehicle Record) check and a Vehicle Use Authorization form. Completed MVR checks and Vehicle Use Authorization forms are tracked on the "Approved Drivers" tab of each Club's google roster. The below details can also be found on the "Approved Drivers" tab.

To complete an MVR check: enter the drivers' information on the "Approved Driver List" tab of your Google roster. Email the Sport Clubs Office to let them know that a new driver has been entered and needs an MVR check completed and request a Vehicle Use Authorization form. When the member's information is highlighted green on the Google roster, that means the MVR check is complete. When the Vehicle Use Authorization form is completed and on file, it will be marked with an "x" in the rightmost column. When those steps are complete the member is eligible to drive rental or Motor Pool vehicles.

The University requires that the MVR process is completed once every academic year for each rental or Motor Pool vehicle driver. Sport Clubs will do bulk MVR checks at the start of each Fall and Spring semester. Other MVR checks will

be completed on an as-needed basis but must be communicated to the Sport Clubs Coordinator or Assistant Director and can only be completed as time allows.

Personally Owned Vehicles

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 personal 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 a 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. **The University policy prohibits students from driving vehicles with a capacity larger than 12 passengers.**

Speeding Tickets and other Traffic Violations

Any speeding ticket, or traffic violation that occurs during Sport Club travel must be reported via Incident Report form in Connect2 within 48 hours of the incident. The individual receiving the ticket will be responsible for paying that out of pocket, Club funds are not eligible to be used for traffic violations. Based on the severity of the traffic violation, the individual may lose driving privileges for a period, or indefinitely.

Parking

Parking must be paid for appropriately while traveling. If the Club receives a parking ticket, that is an expense that must be paid separately of the Club account.

Driver Selection

All drivers (whether in rental vehicles or private owned vehicles) will be required to complete the Driver Agreement Form on IMLeagues. 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 controlled substance that could impair driving ability;
- 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**;
- Be an authorized and approved driver on file for the trip with the Sport Clubs Office

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 for 90 minutes.
- Do not consume, possess, or transport alcoholic beverages, marijuana, 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.
- 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.
- Contact the Sport Club Office if anything occurs related to travel during your trip.

Emergency Procedures

If you are involved in a vehicle accident:

- Stop immediately and notify the local police or call 911.
- Fill out a police report (necessary for insurance purposes) and provide a copy of the report to the Assistant Director, Sport Clubs within the first business day upon trip return.
- 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.
- Submit an Incident Report via Connect2 within the first business day upon trip return.

If someone is injured in the accident:

- If a Club member is transported to the hospital, at least one Officer must accompany them. Notify parents/guardians of the player ASAP.
    - Any changes to travel plan due to bad weather, vehicle breakdown, accidents/injuries, etc., contact the Assistant Director or Coordinator, Sport Clubs ASAP.
- If a serious injury occurs call the Sport Clubs Office at (970) 491-3793 during business hours. If they are not available or are outside of normal business hours, call (970) 305-1517. They are available any time that the Rec Center is open. If the Rec Center is closed, leave a voicemail and someone will reach out after the Rec Center opens.
- **Please direct all questions to the Assistant Director, Sport Clubs**

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?

Privileges of Campus Recreation Sport Clubs

The Sport Club Program provides several services and privileges to Sport Clubs separate from Registered Student Organizations:

- Athletic training services for games, injury prevention and care, concussion baseline testing, etc.
- Access to Chase Travel for booking flights and travel via CSU's business agreements
- Access to Sport Club Allocated Funds and supplemental funding for post-season competition
- Priority for practice and competition scheduling, both on-campus and for certain off-campus facilities
- Access to marketing project requests with the Campus Rec Marketing team
- Access to meeting hosting abilities in the Student Recreation Center
- As-required support for infrastructure updates and general maintenance on grounds and properties managed by Campus Recreation.

It is important that Sport Clubs follow the policies and procedures that have been put in place regarding services and privileges, otherwise they are at risk of revocation.

Practice and Competition Facility Usage

Facilities coordinated for Sport Club use by the Campus Recreation Department include Moby Complex, Glenn Morris (South College) Field House, Gym, and Pool, the Intramural Fields located south of Moby Complex, the Indoor Practice Facility, and the classrooms in the Student Recreation Center. The EPIC ice schedule will be coordinated in June of each year by the Assistant Director or Coordinator, Sport Clubs. Other Clubs who arrange 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. **Clubs are not able to sign contractual agreements and need to direct any requests to the Assistant Director, Sport Clubs.**

All Club practices and activities must be communicated with the Sport Clubs Office and receive written approval in advance. All practices and events where Sport Club staff are not present require that a Club Safety Officer is in attendance in case of emergency.

Practice Scheduling Process

1. The practice scheduling process for the Fall Semester begins in mid-summer. 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 request period for additions to the practice schedule that semester.
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 Campus Recreation Scheduling staff.
8. Scheduling staff creates official reservations in EMS system and sends confirmations to Assistant Director.

9. Assistant Director, Sport Clubs emails confirmed schedule to all Clubs – along with their individual practice confirmation schedule.

Game / Tournament Scheduling Process

1. The game / tournament scheduling process for the Fall Semester begins in mid-summer. The game / tournament scheduling process for the Spring Semester begins in the second half of the Fall Semester.
2. Clubs submit game / tournament schedules as Clubs receive the schedules from their governing bodies to the Assistant Director, Sport Clubs via a "Home Competition Request Form" in Wrike – can also be accessed via the "Forms" section of Connect2.
    a. Clubs can indicate needs to create invoices to charge visiting teams and all other setup/support requests in this form.
3. Assistant Director, Sport Clubs receives competition requests from in-season Clubs and pieces together a schedule that aligns with facility availability, AT needs, etc.
4. Assistant Director, Sport Clubs emails Campus Rec Scheduling staff with official competition requests.
5. Scheduling staff create official reservations in EMS system and send those back to the Assistant Director.
6. Assistant Director, Sport Clubs emails confirmations to the Club

Game and tournament schedule requests should be submitted to the Sport Club office, Coordinator, and Assistant Director as soon as Clubs receive their competition schedule.

Clubs may be required to set-up a meeting with the Assistant Director or Coordinator, Sport Clubs to organize and review the specifics of their event(s).

Clubs are expected to communicate unavailable hosting dates to their league schedulers before their league schedule is made. The Assistant Director or Coordinator, Sport Clubs will share these unavailable dates by mid-summer so that Clubs can plan and communicate appropriately.

Single competition requests: details of the event must be confirmed 14 business days prior to the event
Tournament or large-scale event requests: details of the event must be confirmed 30 business days prior to the event

Off-Campus Practices

Clubs practicing off-campus are required to submit a practice schedule to the Sport Clubs office prior to the start of each academic semester. If a Club intends to add any off-campus or outside of their regularly scheduled practice times, notice must be provided to the Coordinator and Assistant Director, Sport Clubs at least one business day in advance via the Connect2 form: "Event Request (Alumni or Community Events, Banquets, Off-Campus Club Activities)". All practices off-campus must be attended by a CPR and concussion-certified Club Safety Officer.

Conditioning and Preparation for Participation

Sport Clubs may choose to engage paid contractors/businesses to condition their teams during the off-season. It is the expectation that the Club communicate with the Assistant Director and Coordinator, Sport Clubs prior to engaging and confirming business with another entity to ensure any contractual obligations and payment are met within the university policies. Payment for these services is required to be made directly through the Club account. The Club is not able at any time to sign an agreement or contract and should direct any requests from a vendor to the Assistant Director, Sport Clubs.

Other practice/competition expectations:

- Regular practice and game schedules must be approved by Campus Recreation prior to use.

- Clubs may not have five or more consecutive days of Club practice per week (including conditioning, or workouts). It is imperative that student athletes have time in their schedules to pursue academic and personal success outside of their Club activities.
- It is the expectation that Clubs use at minimum 50% of their reserved time for on-campus practices out of respect for the scheduling process and staff time.
- Field lining requests must be submitted with a Home Competition Request form at minimum 14 business days prior to an event.
- For large-scale events, requests should be included with a minimum of 30 business days' notice.
    - Field lining is reserved for home events and competitions. **No requests will be taken for lining fields for practice for any reason.**
    - Teams are **NOT** permitted to line their own fields or use any paint to mark the cone, goals, etc. Placement.
- For events involving minors, requests should be included with a minimum of 60 business days' notice.

Practice / Competition Cancellations

Clubs must notify the Sport Clubs Office of practice cancellations no later than 11:59PM the day prior to their scheduled practice, or 3PM on Friday for Saturday and Sunday practices. This allows the Sport Clubs Office time to cancel any pertinent reservations and staff shifts. If a Sport Club cancels a practice or game after these deadlines, they should still notify the Sport Club office immediately.
Changes in competition times and locations, or cancellation of games, both home and away, must be communicated to the Sport Club Office no less than 48 business hours in advance of the scheduled game.
When uncontrollable circumstances that prevent activity arise, the Club will not be penalized for cancelling reservations after the above-mentioned deadlines. (I.e.: inclement weather, pandemic outbreak within the team, etc.).
Clubs are required to have at least 25% of their active roster present at a practice in order to be entitled to their reservation time. Total active roster is measured by the number of athletes on the team roster in IMLeagues with all forms completed. If a Club has less than 25% attendance Sport Club Managers on duty have the right to cancel practice. It is strongly recommended that Clubs poll members for practice attendance more than 24 hours in advance to avoid cancellations for low turnout. Cancellations for lack of attendance are not excused unless there are extenuating and unforeseeable circumstances such as team-wide illness.

Field Use Policy

- CSU Facilities Management and Grounds policy dictates that the last day for field usage in the fall is around the Friday of the first week of November (barring any inclement weather). Exceptions to this date must be submitted for approval before usage – the only considerations for exceptions will be Clubs who have an upcoming post-season competition that they are working towards.
- Fields open for use each spring following the week of spring break, depending on the winter field conditions. Clubs seeking indoor space should consider alternative sites until after Spring Break given the limited availability of on-campus indoor practice spaces from January until 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, sub-freezing temperatures), activity is suspended and/or cancelled to avoid further damage to the field or risk of injury to individuals. There are no indoor on-campus back-up options available to Clubs in the case of weather cancellations.
- When inclement weather can be predicted, field closures are decided by 3:00pm and this is communicated by email to all affected Sport Clubs officers. It is the expectation that those Club officers communicate appropriately with their constituents.

- When it is impossible to predict inclement weather, Sport Clubs Managers, Athletic Training Staff, and any other Campus Recreation staff using the fields will make a joint decision to close the fields during activity.
- Cold weather guidelines – If the temperature is forecasted to drop below 10 degrees at any point during a Club's outdoor practice time, those practices will be cancelled to reduce the risk of cold-related injuries.

Student Recreation Center Use

Sport Club athletes may not gather in groups of 4 or larger for drop-in use of the Rec Center facilities. Campus Recreation is committed to maintaining the Rec Center building space for drop-in use of regular users. The intention of this rule is so that students, alumni, or other paying members looking to recreate in our facilities do not show up to find weight rooms, courts, studios, or other areas taken up by Sport Clubs whom the department is already providing other services and spaces. Specifically this means Sport Clubs cannot do group workouts, run tournaments, keep a basketball or volleyball court for their own use in the building without a reservation, etc. Campus Recreation deliberately provides ample space for Sport Club members to be in community, exercise, and recreate via space available for practices and events through the Sport Clubs program outside of the Rec Center. If a Club does have a desire to use the Rec Center facilities for an event, they must request Sport Clubs professional staff to make a formal reservation.
Exception 1: Club athletes may gather in a group of five to play basketball at the Rec courts as a group of friends. They may *not* use multiple groups to dominate a court(s) and prevent other users from playing. If athletes are regularly showing up there and dominating space as a group of five, Sport Clubs or other Campus Recreation staff will ask them to stop to maintain the sprit of this rule.
Exception 2: Club athletes are allowed and encouraged to participate in Intramural Sports as a team. Athletes must meet all registration criteria set forth by Intramural Sports, but no action is needed with the Sport Clubs Office for approval to participate. Note that Intramural Sports does not allow more than 2 Club athletes to participate in the sport of their Club. For example, no more than 2 Club Soccer athletes can be on an Intramural Soccer roster but there is no limit to the number of Club Soccer athletes that can be on an Intramural Basketball roster.

Hosting an Event

The Assistant Director must approve all on campus events before any planning begins. **Facility requests must be made a minimum of 14 business days' prior to the date of the event. For large events or tournaments, the Sport Clubs office requires a minimum of 30 business days' notice**. 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 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.)
- Creating invoices to bill visiting teams/attendees (see "Invoice Request" form)
- Security
- Food and refreshments
- Safety and First Aid / Emergency Action Plan
- 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.

Event Results

Event results are submitted via Connect2 forms and should be submitted within two business days following the event occurrence. For away competitions, this will be included in the Post Trip Report form and for home competitions this will be included in the Post Event Report form.

Youth Events

Please speak directly to the Assistant Director or Coordinator, Sport Clubs before planning, hosting, or participating in any event involving youth participants. **The Sport Club Office requires a minimum of two months in advance to plan events where youth are participating.**

Campus Facilities

All facilities in the Lory Student Center, as well as the Plaza Sculpture Garden and West Lawn, (apart from the Flea Market, Art Lounge, and Ramskeller) 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 (970) 491-0229. Reservations for the Flea Market are made with Campus Activities, (970) 491-1114.

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. For larger print jobs, please consult the Sport Clubs staff.

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 Student Recreation Center in the specified mailbox for each Club. Clubs should check their mailbox once a week during the academic year.

University policy prohibits Clubs from sending packages (or otherwise) to any personal residence at ANY time.

Clubs are expected to pick-up packages that are received in the Sport Club Office within three business days of package arrival notification. Individuals who receive a travel advance or reimbursement check are expected to pick those up within twenty business days of check arrival notification.

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 each Club's website on the Sport Club webpage. The Sport Club office also reserves the right to take this link off the Campus Recreation website.

Since a Club's website is the window to current participants, potential participants, alumni, and fans, it is required that the Club keep the site up to date.

- Communicate with the Sport Club office regarding the use of Colorado State University and Ram marks or logos.
- Make sure any website contains the following minimal information:
  - Contact Information
  - General Information about the Club (dues, competition/practice schedule, etc.)

Social Media

Sport Clubs are encouraged to promote themselves via social networking sites such as Instagram, Facebook, Twitter and YouTube. When creating a group/website to promote a club and disseminate club information, the official club name must be used as the group name: _____ Club at Colorado State University or CSU. Any pictures, events, and/or discussions on the group page must uphold the proper images of the Club, Campus Recreation, and the University, and must not include inappropriate language, express any negative attitudes towards individuals/staff or other clubs/their members, or display any inappropriate behavior by club members as noted. This applies as well for individual club members when their actions are made as a Sport Club athlete and in representation of their respective Club. Club websites and social media accounts MAY NOT be used to promote parties, socials, or similar events where alcohol will be served or consumed as a part of the event. Any information found on group pages are subject to all the policies outlined in this guidebook. Group pages must be kept current and up to date. It may be more beneficial for clubs to utilize pages instead of groups on social networking sites.

- **Be Respectful**: Do not post material that is profane, obscene, libelous, threatening, abusive, harassing, hateful, defamatory, or embarrassing to anyone. If you are unsure about your post, discuss the content with the marketing manager and/or professional staff before posting.
- **Remember**: You are representing the college and current/prospective students, their parents, college administrators, etc. may be viewing your posts. Ensure all posts are appropriate, accurate, and attractive. If a social media account is misused and/or any posts are made that do not comply with policy, privileges may be revoked, and appropriate corrective action will be taken.

Equipment

Purchasing

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

Any items purchased with University (I.e. Club account) funds are Club/University property except for items purchased for taxable resale or taxable individual member issue. If a Sport Club becomes inactive, the equipment becomes the property of the Campus Recreation Department.
It is required for all equipment and supplies to be shipped to Sport Club Office at 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 Sport Clubs Office, the Club will be notified of its arrival via email. The equipment should be picked up in the Sport Club office within 72 business hours of email. Equipment order contents must be verified and confirmed of accuracy to complete the order and pay the vendor. CSU policy dictates that vendors will not receive payment until confirmation that the order arrived in full and in good condition is recieved.

Storage of Equipment

The Athletic Training Shed has equipment storage assigned to some 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. Sport Clubs reserves the right to clean out storage cages as they deem necessary.

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 during the annual Sport Clubs Banquet. These awards are:

Club of the Year
Most Improved Club of the Year
President of the Year
Officer of the Year
Community Service Award

Publicity Resources

While publicity for Sport Club events is primarily the responsibility of the individual Sport Clubs, Campus Recreation has a Marketing & Communication Office that can be designed to assist Sport Clubs with advertising and promotion when capacity allows. Publicity of 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 Club.

Campus Recreation Marketing

Clubs can utilize Campus Recreation Marketing resources for up to two projects each semester, contingent on the availability and workload of the Marketing Office. For logo creation specifically, the Marketing Office will work on new brands and logos with Clubs over the Summer and Winter breaks, but not during the Fall or Spring semesters. Please note that all marketing and communications requests need to go through the Assistant Director and Coordinator, Sport

Clubs and not directly to the Marketing and Communications team. Please see the Assistant Director or Coordinator, Sport Clubs for additional information.

Event Promotions

Promotion for upcoming home events and competitions on screens in the Student Recreation Center and Lory Student Center can be requested in Connect2. Upcoming events will be collected and promoted on a monthly basis. See the "Connect2" section for request details.

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 be distributed at least four weeks before the event. Public service announcements should be sent at least three weeks before the event.

The Sport Club is required to work with the Sport Club Office when placing an ad order, request, etc. with the Collegian.

For other campus opportunities for marketing and publicity, please visit the SLiCE RSO Handbook here.

University Branding and Licensing Policies

Apparel, Logos, Word Mark and other Guidelines

Sport Clubs are expected to utilize proper logo, wordmark, and branding requirements on all physical and digital materials. For all branding related items, including proper use of the CSU logos, please refer to the Colorado State University Sport Clubs Style and Branding Guide and contact the Assistant Director or Coordinator, Sport Clubs directly with any questions.

For all apparel, equipment, and digital or printed materials that will use CSU logos, letterheads, brand, or likeness, design approval must be received before production or dissemination. Share any designs or ideas with the Coordinator, Sport Clubs. The designs will be shared with the Rec Marketing team and, when necessary, CSU MarComm for approval. Once approval is received and communicated the Club can move forward with the production or release of the apparel, equipment, graphic, etc. No CSU branded items can be purchased without prior approval from the Sport Clubs office.

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.

Posters, Flyers, and other Printed Materials

All recognized Sport Clubs must use the official "Colorado State University" logo on the front of printed materials 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.*

Media

Sport Clubs require approval and counsel from the Sport Club Office before speaking with or engaging with the media. Please direct all inquiries to the Assistant Director and Coordinator, Sport Clubs.

Miscellaneous

Semester Reports

The Semester Report is the opportunity for the Club to provide summary information regarding the Club. This information allows the Sport Clubs office to determine the health of the Club within the Sport Club Program. Officers should take this report's completion seriously and provide complete information in response to all questions. The semester report is required and is due on or before the deadline set by the Assistant Director, Sport Clubs.

Contracts

Sport Club Officers must submit any contract requests to the Assistant Director, Sport Clubs for review, approval, and signature through CSU Contracting Services. Club affiliates are not permitted to enter into a contractual agreement (verbal or written) with any entity at any time without prior approval from the Assistant Director, Sport Clubs.

Sport Clubs cannot create contracts on their behalf in any capacity, relevant to member dues/financial commitments or otherwise. Sport Clubs can create contracts with external parties that are reviewed and approved in advance by the Sport Club Office, and/or can require member dues payments/deadlines within their Member Agreement.

Alumni and Other Large-Scale Events

All alumni and other large-scale events (alumni game, golf tournament, youth camp/clinic, etc.) need to be approved by the Sport Club Office no later than 60 business days. This is to ensure administrative support for the event via proper scheduling of facilities and payment, advertisement for alumni engagement, and more.

Mandatory Officer Meetings and Team Meetings

Clubs must have officer meetings at minimum once/month and team meetings at minimum once/semester in the current academic year. These are required to ensure there is consistent, open communication within the organization to support its organizational effectiveness. Reporting of meetings will be done via the Meeting Minutes Reporting Form in Connect2. Meeting Minutes (using the template provided) earn the Club one point/per meeting!

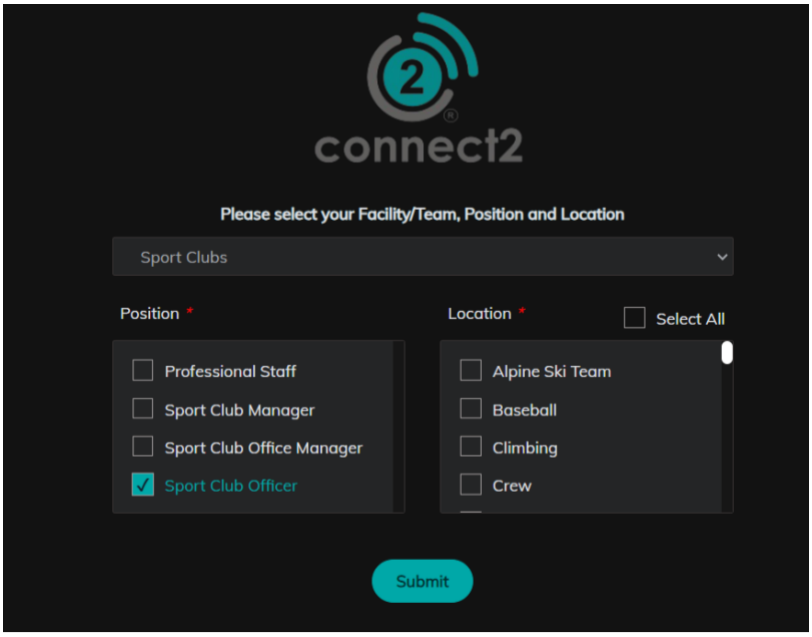
Summer Club Activity

All Club activity between the end of the spring semester in May and the start of the next academic year in August, must receive prior approval from the Assistant Director or Coordinator, Sport Clubs. Club activities must meet deadlines set forth in the academic year for travel (minimum 12 business days for a travel request), or hosting events within the Fort Collins area (minimum 14 business days for an event). Summer Club activities are required to have a current Safety Officer present, and the Club must work with the Sport Clubs Office for all other requirements that may be needed (i.e. waivers). Unapproved Sport Club activity over the summer will impact the Club's status, and may result in suspension of the Club.

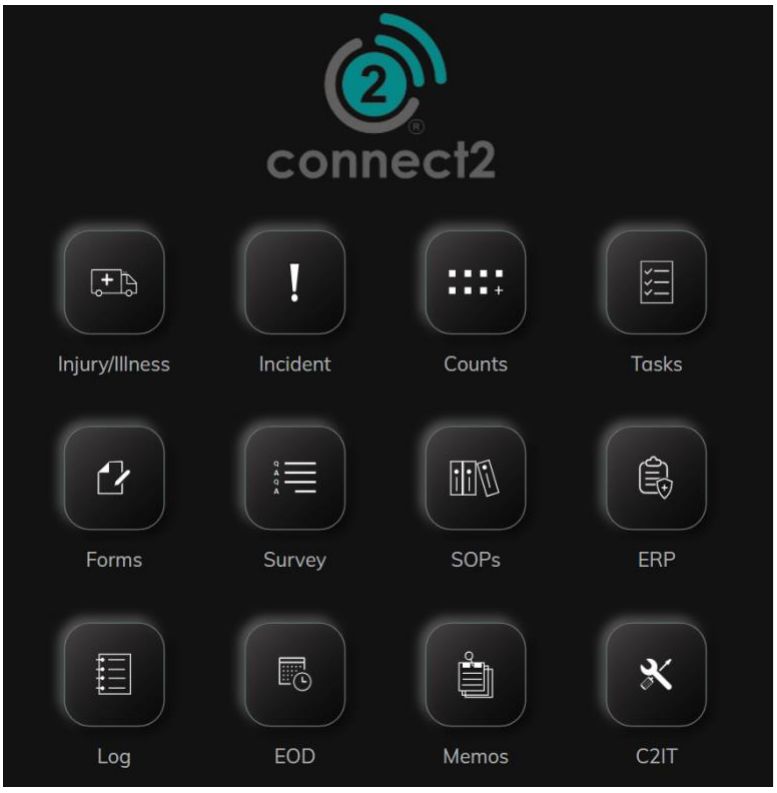
Connect2

Connect2 is a website that is used to host many of the Sport Club program's request forms, operating procedures, and miscellaneous resources for officers to use. Each Club has an account created by the Sport Clubs Staff, and each Club is responsible for maintaining and sharing the login information with incoming officer groups.

After logging into Connect2, users will be prompted to select their "Position" and "Location". Officers will select "Sport Club Officer" as their "Position" and their Club as their "Location" as shown below.



Once the above information is submitted, users will reach the homepage of Connect2 as shown below with multiple selections to choose from. Sport Club-specific resources will be found under "Injury/Illness," "Incident", "Forms", and "SOPs."



Injury/Illness Report

An injury/illness report will be completed for all injuries in all Sport Club activities. Injuries that require no more care than a band-aid and recurring injuries receiving attention which have already been documented in a previous injury/illness report are the only injuries that DO NOT require an injury/illness report to be completed. When Sport Club Managers are present for Club events, they will assist in the completion of Injury/Illness reports.

Incident Report

An Incident Report will be completed for any non-injury incidents that occur during Sport Club activities. Examples include but are not limited to vehicle accidents, traffic stops, sportsmanship issues, member concerns, suspicious persons, or anything otherwise out of the ordinary scope of practice and activity that is of potential concern. When Sport Club Managers are present for Club events, they will assist in the completion of Incident reports.

Forms

The "Forms" section of Connect2 contains the following requests and resources. Specific instructions and details for completion are included within each form. Please carefully read those directions on any form you use in Connect2 before submitting.

- Apparel - BSN Bulk Order Request Form
    - Make a submission directly to the BSN rep, Chuck Rieb, for bulk apparel orders made by the Club. Once you submit your order request details, the BSN rep will contact you for next steps.
- Apparel - BSN Team Shop Request Form
    - Make a submission directly to the BSN rep, Chuck Rieb, to set up a Team Shop where Club members can purchase uniforms and apparel to deliver directly to their door. Once you submit your Team Store request details, the BSN rep will contact you for next steps.
- Post Trip Report (Travel)
    - Required after Club travel to document and relay what occurred during the trip.
- Post Event Report (Home)
    - Required after a Club hosts a home event to document and relay what occurred during the event.
- Home Competition Request [*Wrike external link*]
    - Required before a Club initiates any execution of a home competition. Links to the Home Competition Request Form in Wrike, which is required to initiate the process for hosting home competitions that are on-campus or require program support. Submissions will be reviewed by the Coordinator and Assistant Director, Sport Clubs and approved, denied, or followed up on by them directly.
- Invoice Request [*Wrike external link*]
    - Links to the Invoice Request Form in Wrike. Can be used to request an invoice to be made on the Club's behalf to charge external Clubs or parties for registration fees, sponsorships, etc.
- Event Request (Off-Campus Competitions, Alumni Events, Banquets, etc.)
    - Required before a Club initiates any execution of an event that is not a home competition. Submissions will be reviewed by the Coordinator and Assistant Director, Sport Clubs and approved, denied, or followed up on by them directly.
- Event Promotion Request
    - Submit Club competitions, fundraisers, community service initiatives, or other large events here that your Club would like advertised on the Sport Club calendar (visible on the Sport Club website, the TV screen outside of the Sport Clubs Office, and a TV screen in the Lory Student Center). The Club is not guaranteed promotion of an event by submitting this form and requests must be made by deadlines set forth on the form.
- Officer Transition Form
    - When an Officer leaves or an Officer position turns over, submit this form so that the Sport Clubs Office can have the correct contact information for all current Officers. This form is required at least once annually.
- Peer Education Request

    - Required before a Peer Education Officer delivers a peer education session to their Club members. Meet deadlines set forth for final request for review for each semester, as well as deadlines set forth for the last day of the semester for delivery of the Peer Education session to receive points.
    - Submissions will be reviewed by the Coordinator and Assistant Director, Sport Clubs and approved, denied, or followed up on by them directly.
- Peer Education Reporting
    - Required after a Peer Education Officer delivers a peer education session to their Club members. Submissions ensure that credit is awarded for peer education sessions that were approved and properly delivered.
- Practice Cancellation Form
    - Submit this form no less than 24 hours before a scheduled practice time to cancel practice. This deadline allows the Sport Clubs Office to cancel any pertinent facility reservations and staff shifts.
- Practice Cancellation Form (Aquatic Practices)
    - Submit this form no less than 24 hours before a scheduled practice time to cancel practice. This deadline allows the Sport Clubs Office to cancel any pertinent facility reservations and lifeguard shifts.
- Purchase Request
    - Links to the Purchase Request Form in Wrike, which is required to initiate any Club purchase.
- Safety Officer Registration Form
    - Submit CPR and Concussion certifications as well as contact information for Club Safety Officers.
- Travel Request [*Wrike external link*]
    - Links to the Travel Request Form in Wrike, which is required to initiate any Club travel.
- Traveler Profile
    - Links to CSU's Traveler Profile, which is needed to register a Certified Traveler to list on a Travel Request. This form is required at least once annually from all current Club Officers.
- Campus Rec Classroom Request
    - Request for meeting space in the Campus Recreation building. Completion of this form is not a guarantee of space. Submissions will be reviewed by the Sport Clubs staff and space will be requested if available. The Club is not guaranteed any space until they receive an email containing their reservation confirmation from Sport Clubs staff.
- Event Promotion Request
    - Request for upcoming home events and competitions to be promoted on screens in the Student Recreation Center and Lory Student Center. To ensure accuracy of published information, and timely delivery, requests must be submitted by the 23rd day of the month prior to the upcoming competition (Sept. 23rd deadline to request promotion for any October home events/competitions).
- Attendance at Other Club Events – Reporting Form
    - Report attendance at other Club events to receive Club points.

SOPs

The SOPs section of Connect2 is robust. It contains standard operating procedures for all areas of the Rec that use Connect2 within and beyond Sport Clubs. Once "SOPs" is selected, the SOPs relevant to Sport Clubs can be found under the "Sport Clubs" header. The SOPs section is searchable by a search bar at the top-right of the screen. Most resources relevant to Club Officers can be found under "Sport Club Officer Resources." This manual does not cover each section of the Sport Club SOPs because they are numerous and evolving. However, all officers should reference the SOPs section if they are looking for information, guides, or resources.

Wrike

Wrike is a project management platform that is used to host Sport Club program's major request forms. Unlike the request forms hosted directly in Connect2, Wrike forms are *live* documents. They allow for Club Officers and Sport Club program staff to communicate within the request after it is submitted, make updates/changes, and allow for Sport Club Officers to check the requests at any time to see their current status. Each Club has an account created by the Sport Clubs Staff, and each Club is responsible for maintaining and sharing the login information with incoming officer groups.

All request forms, including Wrike forms, can be initially submitted via Connect2 if preferred. After initial submission of a Wrike request, Officers must access the Wrike website directly to communicate with the Sport Clubs staff regarding an active request or check on its status.

Wrike Submissions and Response Time

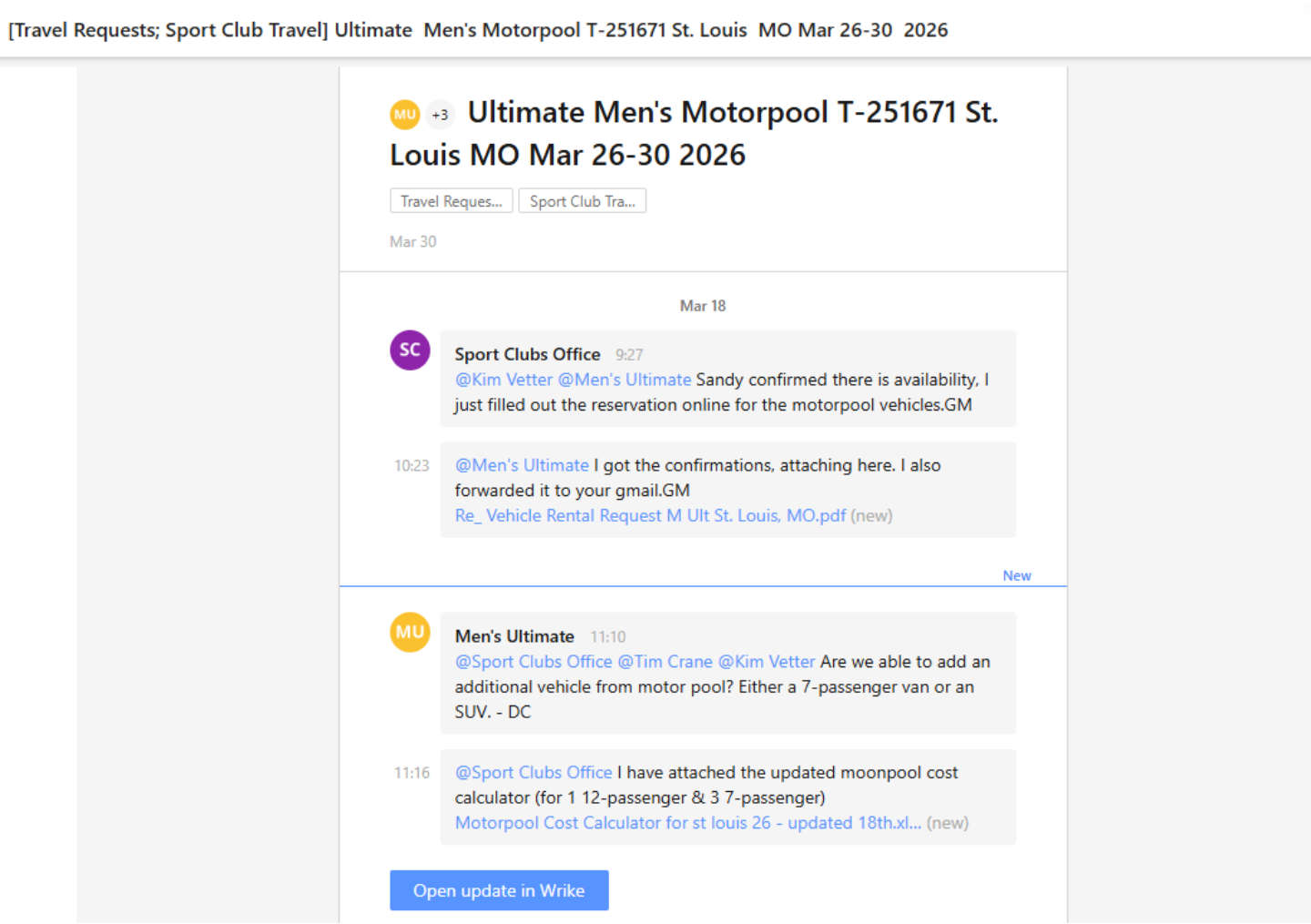
After any Wrike request is submitted, it goes to the relevant Sport Clubs staff dashboards for processing. During the semester student staff regularly monitor Travel Request and Purchase Request submission dashboards to see when new submissions are made, but otherwise, staff ARE NOT NOTIFIED DIRECTLY when you submit a request or leave a comment in a request without an "2" mention. If you ever need immediate attention to a request, make sure to open the submitted request and "@" all relevant staff. Using the "@" feature sends an email(s) to the inbox of whomever was tagged for direct attention.

Wrike Communication

The reason Wrike is utilized by the program is so that Officers and program staff can all concurrently see the most updated information regarding a submitted request. **Any communication regarding a submitted request should be shared in the comments of the request (sometimes called a "project" in Wrike) directly**. ALL relevant updates, communications, documentation, etc should be viewable by anyone opening the Wrike project. If updates to a request are discussed in person or over email, changed in the project, but not clarified in the project's comments, another staff member or officer opening the request project to work on it or check its status may be confused as to why changes have been made.

Whenever an Officer is providing a time-sensitive update or making an additional request/asking a question regarding an active project, they should "@" the relevant Sport Clubs staff. This will send an email to the staff members' inbox. The Sport Clubs Office Manager team can be notified using "@Sport Clubs Office" and Sport Clubs professional staff can be tagged directly with "@*staff name*". If the @ feature is not used staff ARE NOT NOTIFIED that you left a comment and it will remain unseen until the project is otherwise opened by a staff member for review.

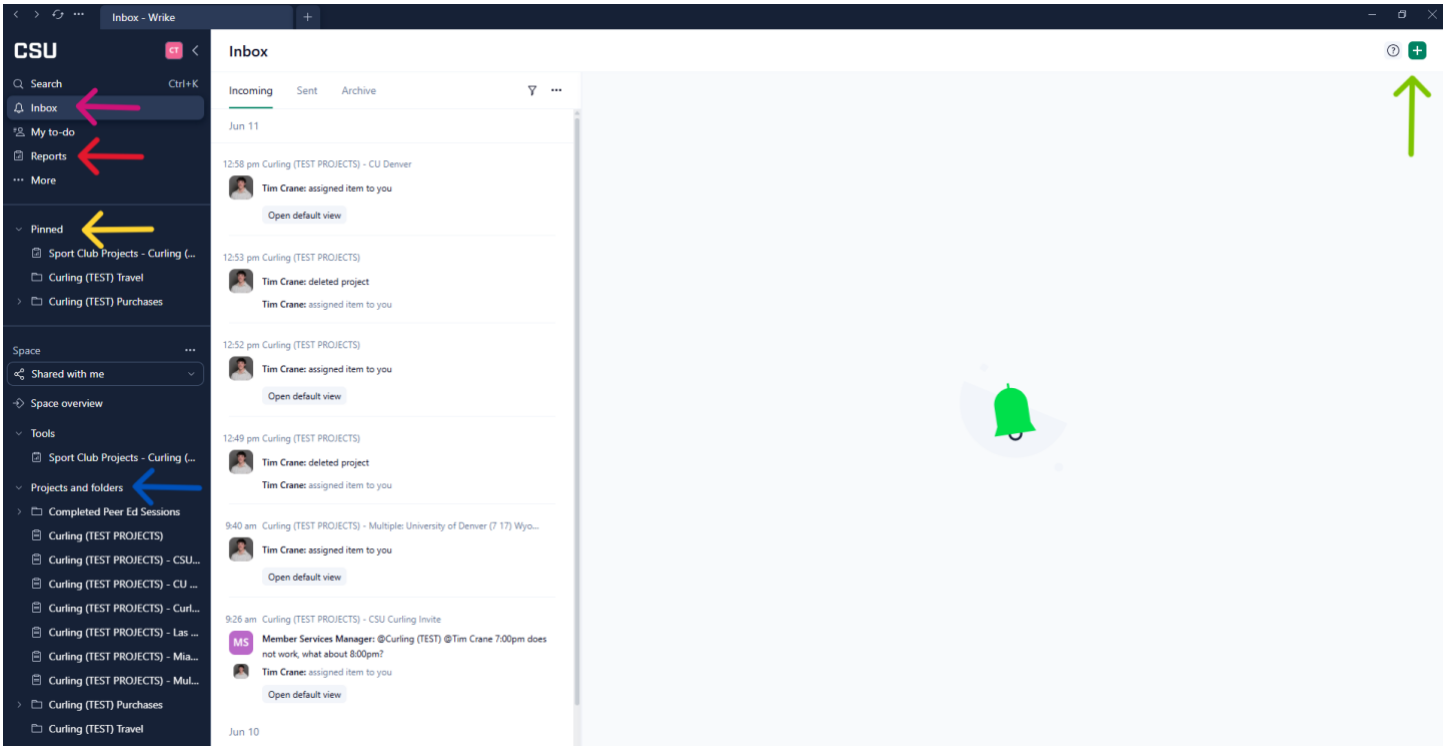
When Sport Clubs staff need action or clarification from Officers on an active request, they will also "@" the Club account. This will send an email to the Club's email inbox. It will look similar to the screenshot below:



Select the "Open Update in Wrike" button to be directly routed to the relevant Wrike request. You should be able to always stay up-to-date on your active requests using only your email inbox due to this feature. The expectation is not for Officers to constantly check their Wrike accounts for new comments on submissions, but monitor their Club email regularly for @ mentions in submissions and respond in a timely manner.

Logging into Wrike Directly

The Wrike login page can be found at https://login.wrike.com/login/. On the website Officers can review all of their actie requests, submit new requests, and use the full features of Wrike. After logging into Wrike, users will see a page similar to the one pasted below. Note the arrows and their definitions below the screenshot.



Inbox: All notifications for active requests will appear here.
Reports: Each Club has a "Report" shared with them which is a dashboard of ALL their Wrike requests: active and historical. It will be titled "Sport Club Projects – *Club Name*". This can be used as a one-stop to access any active requests, and, can be used to look at what was requested in previous years/duplicate information for new requests if needed.
Pinned: Clubs can choose what to pin on the banner here for quick access. Each Club should have their Report, Travel Folder (old/completed Travel Requests) and Purchases folder (old/completed Purchase Requests) pinned from when Wrike was set up for each Club. It is up to Officers what they would like to pin or unpin for their needs.
Projects and Folders: All "projects" the Club is involved on and the "folders" they are organized in can be found here. Every request submitted is considered a "project" in Wrike.
Create: Click here to submit a new request form ("project") from scratch. The request will go to the relevant Sport Clubs staff and then remain visible in Wrike via your Club's "Report" and the "Projects and Folders" area of your Wrike account.

Wrike Request Forms

Below are the request forms currently hosted in Wrike to allow for shared viewability and regular communication between Officers and Sport Clubs staff. Each request form has very specific information on submission requirements and should be directly viewed for initial questions. Processes, deadlines, and policies regarding the possible minutiae of these requests can also be found earlier in this manual (for example – how to request flights to be reserved via a Travel Request) and will be covered in officer-relevant trainings. Officers are also welcome to email professional staff or drop-in at the Sport Clubs office for questions regarding submitting requests.

- Sport Club Travel Request
- Sport Club Purchase Request
- Sport Club Peer Education Request and Reporting
- Sport Club Home Competition Request
- Sport Club Invoice Request

Shotgun Sports Background Checks Policy

All Colorado State University Shotgun Sport Club Team members and other team personnel are required to successfully complete a background check, initiated by the Campus Recreation Assistant Director, Sport Clubs and performed through the Colorado State University system.

Monetary Winnings Policy

All Colorado State University Sport Clubs team members that are awarded monetary winnings because of competition must repay the total cost of team funds utilized to assist in getting the winning team member(s) to the competition (i.e., entry fees, airfare, Motor Pool/rental vehicle, gas, hotel, expenses). The remaining winnings belong to the winning member(s). Further stipulations and requirements can be included in individual Clubs' constitutions.

Anticipated Timelines for Club Processes

Below are standard estimates for the turnaround time of many processes listed in this document, and deadlines for requests on certain items. All unique Club requests are subject to the availability of the Sport Clubs Office. **No Club requests that are brought up with 24 business hours' notice or less will be reviewed or approved by the Sport Club Office, Coordinator, or Assistant Director, Sport Clubs** except for extenuating circumstances or emergencies as deemed appropriate by the Coordinator and Assistant Director, Sport Clubs. The Sport Clubs Office, Coordinator, and Assistant Director prioritize requests made by Clubs that meet deadline expectations, and cannot prioritize items requested or addressed with less than 24 business hours' notice.

- Travel Requests
    - Travel Request Form: requesting professor letters, requesting travel advance, submitting travel roster, etc.: minimum **12 business days** prior to departure date.
    - Booking hotels, rental cars, etc. Preferably **an extra 1-2 weeks** to ensure best results
        - CSU Charter buses can be booked months in advance. You should start Travel Requests for these trips prior to the start of the academic year if possible.
    - Travel Advances will typically arrive at the rec center **2-4 business days** before a trip
- Purchase Requests
    - Once all necessary items are correctly submitted: **1-2 weeks** to place purchase order
    - Paying for goods: **4-6 weeks** for check to deliver by mail after Club emails our office to confirm receipt of all items in good condition
    - Paying for services (officials, coaches, etc.): **4-6 weeks** after all forms are complete and service is rendered.
        - Entry fees can be paid before the service is rendered, but need a Travel Request on file and still can take **4-6 weeks** to deliver by check.
    - P-Card purchases (typically online): Submit a Wrike Request at least **5 business days** in advance. Expect **1 week** maximum before the purchase will be made once all needed elements of the Purchase Request are recieved.
- Deposits
    - **1-2 weeks** until submitted funds are added to team account and available for use
- Traveler Profiles
    - **1-2 weeks** until a submitted traveler profile is complete and ready for travel
- On-campus competition/tournament/event request
    - Large-scale event and tournament details need to be confirmed **30 business days** prior to the event start. Single competitions and scrimmage details must be confirmed **14 business days** prior. These conversations need to be started well before the confirmation deadlines to ensure event success, proper staffing, and compliance with university policies before the deadline arrives.
    - Requests for invoices and/or an online link for visiting teams to pay entry fees: **30 business days** for multi-team tournaments and **14 business days** for single events.
- Reimbursements

    - When issuing a reimbursement, either for a travel or via a reimbursement form, expect **4-6 weeks** for the reimbursement after all paperwork is completed correctly.
- Refunds
    - Typically for dues paid by an athlete who could not participate for a semester due to injury or other factors. Expect **4-6 weeks** for a check to arrive to the person being refunded after all paperwork is completed correctly.
- IMLeagues Forms
    - IMLeagues forms are approved automatically, except for the Health History form. Health History forms take up to **5 business days** to process. Athletes can participate in practices while their Health History form is pending approval and all other forms are complete.
- Donations
    - Cash, check, and online donations can take **2-4 weeks** to become available in the Club account after being submitted

Other Questions

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

This Manual is meant to be a living guiding document that outlines our Sport Club program policies and procedures; however, it is not an all-inclusive document. This is largely due to the ongoing needs to evolve or add new policies/procedures as items arise throughout the academic year and an inability to constantly revise this throughout the year. Any communication received from the Assistant Director or Coordinator, Sport Clubs regarding newly implemented policies/procedures shall be referenced throughout the year as newly implemented policy in which Sport Clubs and their constituents will be held accountable for meeting.