Club Ultimate Frisbee
2015-2016 Sandra Johnson Memorial Award Winners for “Student Leadership, Motivation, and Enthusiasm”

CLUB SPORTS MANUAL
SPORTS, LEADERSHIP, TRADITION

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Revised 06/10/16 for the 2016-2017 Academic Year
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Introduction

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

Definition of a Club Sport

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

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

Vision

*Club Sports is dedicated to providing competition through sport, developing student leaders, and positively representing the University of Denver on and off campus.*

- **Competition Through Sport**
  - Teamwork
    - Communication
    - Student Engagement
  - Goal Setting
  - Wellness
    - Physical
    - Mental
    - Emotional
- **Development of Student Leaders**
  - Risk Management
  - Resource and Acquisition Management
    - Financial
    - Space
    - Equipment
  - Campus and Community Involvement
    - Cooperation
      - Student Government
      - Athletics
- Student Organizations
- Alumni

- Representing the University of Denver
  - Recruitment and Retention
  - Competition
    - Locally
    - Regionally
    - Nationally
  - Communication and Consistency
    - Visibility
    - Unity
    - Recognition of Accomplishments
Who Can Join?
The Club Sports program is open to current University of Denver Students, Faculty, and Staff only. Alumni are not eligible to participate in Club Sports. Faculty and Staff must be full-time appointed employees. The program is not open to the community or students from other universities. The Club Sports program will verify rosters once received from the club.
- Clubs that do not follow the membership and participation policies are subject to disciplinary actions and/or corrective actions as described later in this manual.

Documentation in Order to Participate
Acknowledgement of Risk (AoR) forms and Supplemental Information (SI) forms (found on the Club Sports website) must be completed by every participant in Club Sports for each club sport they participate in.
- These must be completed prior to any type of participation with the club sport.
- It is the responsibility of each Club Sport to ensure all paperwork is complete, accurate, and submitted for each participant.
- Forms are to be turned in to the Student Programs Tower upon completion by the club officers

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

Organizational Structure
Student Programs Manager
- Full-Time staff member of the Division of Athletics & Recreation who directly supervises the Club Sports Program. He/she is directly overseen by the Associate Director of Internal Operations.

Club Sports Interns
- Directly overseen by the Student Programs Manager
- Responsible for the initial communications to the clubs and oversee travel, equipment, staff, finances, purchasing, etc.

Club Sports Staff
- Hired by the Student Programs Manager and overseen/scheduled by the Club Sports Interns
- Responsible for supervising club sports practices (in non-staffed campus venues) and home events

Club Sports Executive Council
- President
- President-Elect
- Elected At-Large Council Members x2
- Om Buds (optional)

Club Sports Advisory Board
- 1 member from each club

Club Sports Officers
- President (Required)
- Vice-President (Required)
  - All other positions are optional and are up to the discretion of each club

**Club Sports Executive Council Responsibilities**

CSEC Responsibilities from year to year, but general consist of the following:
- Attendance to 1-hr meetings with the Club Sports staff every 1-2 weeks
- Assisting the Club Sports staff in staffing tabling events and promotional opportunities for Club Sports
- Helping run any Club Sports member events (competitions, in-house tournaments, etc)
- Representing Club Sports with Athletics & Recreation and University of Denver events
- Serving on the Allocation Board in the Spring
  - Attending all Allocation Presentations and closed-door discussion meetings

**Club Sports Executive Council Elections**

Elections will take place on or around the second to last Club Sports Advisory Board meeting of Spring Quarter. The following positions are to be available for election each year:
- President
  - The President will be the President-Elect from the previous Academic Year
- President Elect (Vice President)
  - The President-Elect is appointed by the Student Programs Manager. The President Elect will assume the position of president during the second year of their position to ensure consistency.
    - Must be confirmed by CSAB.
    - Should the CSAB not approve the decision, the Student Programs Manager will continue the position search.
- Om Buds (optional and if applicable)
  - Past-President who is still an active and eligible participant in the Club Sports program
- Elected At-Large Council Members (x2)
  - Voted by the CSAB
  - Serve a one-year term

Members may be nominated by others or may be self-nominated. Nominees for the Elected At-Large Council Members will be given the opportunity to speak before voting occurs.

**Club Sports Advisory Board Meetings**

Known also as “Crimson/Gold meetings”, the CSAB meets monthly in the Student Programs Tower. The CSAB is made up of representative members from each club sport.
- Attendance from each club is mandatory
- Meetings are used to disseminate information and receive feedback from clubs regarding policies and procedures.
- Clubs are divided into Crimson and Gold clubs, with Crimson clubs meeting at 6:00pm and Gold clubs meeting at 6:30pm.
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<th><strong>Crimson Clubs</strong></th>
<th><strong>Gold Clubs</strong></th>
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<td>To be determined in August 2016</td>
<td>To be determined in August 2016</td>
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The University of Denver’s Club Sports offerings are basely on current student interest. As a result, clubs start and disband throughout the years. If you and a group of other students are passionate about a sport that we do not currently offer, we encourage you to apply for an opportunity to start a new Club Sport.

New Club Sport Process

1. Form an interest group of eligible Club Sports participants.
2. Complete the New Club Sport Interest Form
   a. Application includes:
      i. Writing a formal club constitution
         a. Defines your club’s purpose and how it will operate.
      ii. Creating a projected first year budget.
         1. A sample budget can be found on the Club Sports Website
      iii. Determining potential governing body, leagues, and opponents.
3. Meet/communicate with CSEC President
   a. Review club application.
4. CSEC Presentation
   a. Proposal to full CSEC board.
      i. The club will have two weeks to address any issues that CSEC has about the club.
         a. These can be done in person at a CSEC meeting or via email.
   b. Based on the presentation CSEC will approve or deny proposed club.
   c. If approved, the club will go to full Club Sports Advisory board for approval.
5. Club Sports Advisory Board Meeting - At a CSAB meeting, the proposed new club sport presents their application to be admitted to the CSAB. The presentation should include a description of:
   a. The club sport and its activities
   b. The leadership of the club sport
   c. Financial needs and how money will be raised
   d. Facility needs
   e. The availability of a coach or instructor if required
6. Approval/Denial
   a. Upon acceptance by the CSAB and sanction of the Club Sports Program, the new club sport is approved as a club sport for a one year non-funded probationary period.
   b. If denied the club must wait until the next academic year before they may seek club status again.

All officers must be University of Denver students. All participants must be current students, faculty, or staff. Faculty/Staff must be full-time/appointed.
Coaching

The University of Denver Club Sports aims to recruit, attract, and retain coaches for their program. While not required, all clubs are encouraged to recruit a coach for their club. Coaches are hired/offered positions each academic year. Once an academic year ends, a coach’s employment with the University of Denver will end.

It is the responsibility of the Student Programs Manager and DU Recreation to insure the safe and beneficial experiences of participants in the Club Sports program. However, the department and its employees may not have the expertise to determine the technical skills of a coach/instructor. We may rely on the judgment of the club officers and more experienced players to evaluate the technical qualities and skills of coaches and coach candidates to make a decision that would be beneficial to the membership. Toward that end, coaches and instructors are required to abide by the regulations outlined below.

Classifications of Coaches

- Head Coach
- Assistant Coach
- Volunteer Coach

Head Coach & Assistant Coach

- Keep a résumé on file with the Student Programs Manager & request an interview with the Student Programs Manager
- Hired as a part-time non-benefitted University of Denver employee
  - The club will incur a 8% fringe for any payment to a university employee
- Paid hourly at a rate agreed upon by the Club Officers/Coach and approved by Club Sports
- A club with at least 1 coach must have a Head Coach
- Must complete all required employee paperwork and provide required documentation
- Must provide proof of a current certification in Adult & Pediatric CPR/AED/First Aid
  - The certification must feature an in-person component of the training
- Must provide Proof of Completion of CDC Heads Up program
  - Completion certificate is valid for two years
- Must possess technical knowledge of the sport and possess the knowledge necessary to avoid player injuries and resulting liability
- Shall be aware of and follow university and departmental procedures relative to the Club Sports Program
- Meet with the Student Programs Manager between Fall/Winter Quarter and after Spring Quarter each year
- Must submit accurate payroll hours in the appropriate manner by each university-set deadline on a bi-weekly basis
- A club may only have multiple head coaches if there is deemed a need by the Student Programs Manager (men’s and women’s side, two different disciplines, etc).
Volunteer Coach

- Keep a résumé on file with the Student Programs Manager & request an interview with the Student Programs Manager
- Is not paid and is not considered an employee of the University of Denver
- A club must have a Head Coach to be eligible to have a volunteer coach
- Must provide proof of a current certification in Adult & Pediatric CPR/AED/First Aid
  - The certification must feature an in-person component of the training
- Must provide Proof of Completion of CDC Heads Up program
  - Completion certificate is valid for two years
- Shall be aware of and follow university and departmental procedures relative to the Club Sports Program

General Coaching Responsibilities

- The coach shall be involved strictly with coaching/teaching the team in practice and competition and must refrain from participating in other areas of club management unless approved by the Student Programs Manager.
- All Club business matters (hosting tournaments/fundraisers/events, submitting forms, and requesting facilities and equipment) must be handled by club members
- Coaches should refrain from discussing club matters with anyone but the club, the CSEC, the Club Sports Office Staff, and the Student Programs Manager
- Participation in the Club Sports Program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach.
- Coaching is not only an obligation to develop skills, condition, and motivate players, but also to protect their safety. Therefore, coaches should be concerned with the risk of exposure to liability as a result of serious injury. In addition, coaches should always take steps to reduce the risk of injury and liability such as obtaining coaching certifications in their related sport.

Removal of a Coach

Club Sports members do not have the ability to hire or terminate a Club Sports coach. All hiring will be completed by the Student Programs Manager as will any disciplinary actions.

- Any concerns regarding a Club Sports coach should be documented and reported to the Student Programs Manager immediately.
- The Division of Athletics & Recreation has an obligation to protect the club. If, in the Student Programs Manager’s opinion, the club is being neglected or misled by the coach or if the coach is not working in the best interests of the club, he/she will be relieved of all coaching and/or teaching duties and functions.
Risk management is a primary focus in the Club Sports program. In order to promote a safe environment for practice and competition, participants need to be aware of safety concerns at all times. Club members and coaches are required to take certain protective measures and to become familiar with accident reporting procedures.

**Safety Officers**

A Safety Officer meets the following requirements:

- Current Certification in Nationally Recognized (ARC, American Heart, etc) Adult & Pediatric CPR/AED/First Aid
- Proof of Completion of CDC Heads Up program
- Successfully complete any other requirements set forth by Club Sports

Requirements for each Club Sport:

- Minimum of 2 certified safety officers on roster at all times
  - Coaches may NOT be used to fulfill this requirement.
- Must have at least 2 safety officers present at all off-campus club sponsored activities
  - This includes all practices, competitions, and events held off campus
  - Coaches may be used to fulfill this requirement.

The Adult & Pediatric CPR/AED/First Aid certification is available for a discounted rate through the Ritchie Center and is 100% reimbursable by Club Sports. Certifications taken off-campus may be reimbursed by Club Sports up to $50 for each member.

- Club Sports will not reimburse incomplete/partial certifications.

Coaches are also required to be certified in Adult & Pediatric CPR/AED/First Aid and provide proof of completion of CDC Heads Up program. Coaches are not permitted to start employment until proof is on file with the Student Programs Manager.

**Reporting Injuries**

If an injury does occur, an accident report form must be submitted to the Student Programs Manager within 24 hours of the incident or the club’s return to campus.

**Athletic Trainers and EMT’s**

Depending on the risk level of a club, teams may be required to have an athletic trainer or EMT at practices and games.

- EMT required at all games
  - Rugby, Ice Hockey (M), Ice Hockey (W), Lacrosse (M)
- Athletic Trainer required at all practices with contact
  - Rugby
- Athletic Trainer required at all games, competitions, or events with non-DU students/faculty/staff
  - All Clubs
Insurance
Club Sports is solely voluntary. Club members must recognize and acknowledge that the Division of Athletics & Recreation does not carry special health and/or hospitalization insurance for club sport athletes. All club sport athletes are required to have their own health insurance, are responsible for maintaining its status, and are responsible for all associated fees as a result of their personal policy. Each participant must further recognize that there are inherent risks associated with participation in Club Sports that they voluntarily assume.

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

Medical Plan
In the event a player visits a doctor for an injury (life threatening or not) the player is not allowed to return to practice or play without documentation from that doctor approving their return.

- All documentation must be provided to the club officers and Student Programs Manager who will communicate this to Stadium Medical or other medical staff.
- Only the players’ doctor may approve the player return to play.
As the greatest area of risk for the Club Sports program, it is essential that clubs follow these travel guidelines.

Most clubs will need to travel to games, tournaments, scrimmages, or practices throughout the year. In order to be reimbursed for travel costs, clubs must strictly follow travel regulations and procedures.

**Pre-Trip Responsibilities**

Prior to travel, clubs will be required to attend a travel meeting on the **Wednesday evening prior to travel at 5:30pm at the Student Programs Tower**.

- Travel Request Forms, documentation, trip attendee lists, and itineraries will be reviewed.

**Travel Policies**

All required forms and documentation must be submitted to the Student Programs Manager prior to traveling:

- **Travel Request Form**
  - Must be submitted at least 10 business days before departure
  - Late submissions may not be approved and clubs found to travel without approval will be subject to further sanctions.

- **Rental Vehicle Reservation**
  - Only if needing Enterprise rental vehicles

- **Clearance to drive a Rental Vehicle by Risk Management**
  - For use of any rental vehicle

- Completed [Acknowledgement of Risk and Supplemental Information forms](#) for all traveling members

- Copy of each driver’s license (on file with Club Sports Office)
  - This includes any coaches who may be driving club sports members

**Lodging**

Clubs traveling outside of the Denver Metro Area may need lodging accommodations.

- Clubs are responsible for finding and reserving their lodging. While affordable options should be pursued, safety and quality of lodging should be considered when selecting lodging.
- The club must request a Credit Card Authorization Form to be emailed from the hotel to the club. This is to be forwarded the Club Sports Office for completion.
- Our University P-Card information will be provided and sent back to the club/lodging provider. This ensures that club officers do not need to front any money for lodging.
- Any damage found should be documented and reported immediately to the Club Sports Office.
- Any damages incurred will be charged to the P-Card, but the club will be reimbursed by the members involved. Disciplinary action may be taken.
- The club will only pay for room + tax, if out of state. If in state, only room will be paid (as we are CO sales tax exempt). Extra amenities will be covered by the club as out-of-pocket expenses.
Class Absences
Occasionally, club members will need to be absent from classes in order to attend scheduled Club Sports competitions. At such times, club members can prevent misunderstandings and academic difficulty by obtaining a letter from the Student Programs Manager verifying the club’s plans to travel and compete.
  • When completing the Travel Request Form, please indicate that you will need Class Absence letters. The letter will be created by the Club Sports Office and emailed in PDF format to the requesting club officer.
    o It is the responsibility of the requesting club officer to forward this letter to all traveling members who requested a letter.
  • These letters do not guarantee an excused absence from class. Instructors do have the right to refuse your absence.
    o Club members are responsible for all work missed during their absence and are required to comply with their instructor's demands for rescheduled or make-up exams and assignments.
    o Letters presented after the class is missed will not be accepted.
    o Providing false information to an instructor may impact your ability to use a Class Absence Letter in the future.

University Driving Policy
All clubs must follow the driving policies set forth by the University of Denver’s Office of Risk Management.

Rental Car Policies
All Club Sports are encouraged to use Enterprise as their rental vehicle company. We have established a corporate account program through Enterprise.
  • Enterprise vehicles must be approved and booked by the Club Sports Office
  • Non-Enterprise reservations must be approved by the Club Sports Office before booked by the club
  • No club is allowed to drive vehicles that exceed a 12-passenger capacity
  • Age requirement is 21 for any vehicle
    o Most airports do not allow drivers under 25 to rent a vehicle that seats more than 5.
  • A valid driver’s license must be presented at the time of pickup.
  • Please remember to replace fuel after use, otherwise refueling will be billed to your club at a price much above market.
  • Please review Enterprise’s website for their current rates, as they fluctuate based on availability and location.

Accident Reporting
All accidents involving DU owned, leased, or rental vehicles shall be reported to Risk Management and Campus Safety within 24 hours due to liability issues. A report must be made for record with Campus Safety and the Student Programs Manager must be notified.
  • Campus Safety: 303-871-3000
  • Risk Management: 303-871-2354
  • Student Programs Manager: 303-871-3912
All injuries should be treated immediately by paramedics at the scene or if not an emergency, by a doctor or local hospital. If the injured party is an employee of the university, the injury should be reported to the Office of Risk Management within 24 hours. Additional information may be found from the Office of Risk Management.

Charter Bus Policies
Club Sports encourages clubs to opt for the safest travel options within a team’s budget. A charter bus allows clubs to avoid driving long distances and reduce risk. The process should be started 2 months prior to departure to ensure completion.

- Team should receive 3 quotes from companies with their desired pick-up and drop-off locations, itineraries, etc.
- Team should inquire if quote includes lodging for the driver. If not, the club is required to provide the driver his/her own room.
- Provide all 3 quotes to the Club Sports Office and provide a decision and why.
- Provide the following information to the Club Sports Office:
  - Quote/invoice
  - W-9
  - Check Request Form
  - Certificate of Insurance (COI) from the vendor listing your club as additionally insured
    - Must be listed as “Colorado Seminary, which owns and operates the University of Denver and its Club ________ team.”
    - This shows proof that we are additionally insured through the vendor
  - Club Sports must set up a Purchase Order for payment set. This cannot be paid for by a P-Card.
  - The club is expected to confirm the P.O. set up and confirm travel itineraries with the company a week prior to departure.

Air Transportation
Club Sports encourages teams to fly when feasible and possible. Flights are encouraged to be booked as “group travel” and purchased through Club Sports to ease travel plans for clubs.

- Each airline has a different deadline to book group travel. It varies between 2 weeks and 60 days prior to the departing flight.
- Clubs are responsible for setting up the reservation and providing the agreement, quotes, and Credit Card Authorization Form to the Club Sports Office.
- Clubs are responsible for knowing the airline’s cancellation and traveler change policies.

Personal Vehicle Use
The University of Denver Club Sports program permits personal vehicle use as outlined below.

Any club who wishes to use personal vehicles for any travel that falls under our current Rental Car Travel Restrictions (stated below) must meet and maintain the following requirements:

- Each club must set up a block of times for each individual potential driver to meet with a Club Sports Intern.
- Each driver will have the opportunity to confidentially discuss the risk and liability of driving a personal vehicle and any other concerns he/she may have.
The University of Denver does not provide insurance for personal vehicle use.

- Drivers will be asked if they consent to driving a personal vehicle on future club sports trips.
- A list of drivers and their decisions will be kept on file.

Should any driver decline to drive, the club will be informed that all drivers did not consent and will not be approved to use any personal vehicles until the club provides a list of drivers who unanimously agree to drive.

- A driver’s decision to consent or decline is kept confidential and is not released to the club.
- A driver has the right to change their mind either way at any point during the year.
- Clubs may not use both personal and rental cars for a trip – it is all or nothing.
  - Exception: A club may rent a cargo/utility vehicle to assist in transporting equipment (bikes, protective gear, etc).

The decision to permit the use of personal vehicles for any trip, regardless of time of year and location may be reviewed at the discretion of the Club Sports Interns and Student Programs Manager. Factors such as disciplinary issues, club concerns, and/or weather projections may impact the decision to permit personal vehicles.

The Rental Car Travel restrictions are in effect between October 15 and April 15 each year when traveling past the following landmarks:

- West of Idaho Springs
- North or East of the Colorado state border
- South of Colorado Springs

The University of Denver highly encourages all Club Sports to use rental vehicles in order to prevent a student’s insurance policy to be impacted. Clubs may request additional funding for use of rental vehicles.

The club may decide if gas is reimbursed and the method of reimbursement:

- Gas receipts
- Per mile

**Post-Trip Responsibilities**

Upon return from a trip or participating in any competition, each club is required to submit a post-game report within 48 hours of the trip.

- Any equipment provided by Club Sports (first aid kit, signs/banners, etc) must be returned within 48 hours of the trip.
**Financial Accounts**
Each club has its own account.
- A club’s funds may only be spent according to university regulations and this account cannot drop below a $0 balance.
- A club must provide its most updated budget to the Club Sports Office in order to schedule a budget meeting.
- Allocated funds not spent during that academic year will be transferred back to the Club Sports Administration account.
- Any money remaining in a club’s account is rolled over to the next academic year. Each club is informed of their rollover amount at the start of the academic year.

**Allocation Process**
Each Spring Quarter, clubs are required to complete an allocation application in preparation for their allocation presentation to the Club Sports Executive Council, Club Sports Interns, and Student Programs Manager. Decisions are made by the Club Sports Executive Council with the approval of the Student Programs Manager.
- Clubs will have a fundraising goal to meet each year. This value is equal to their allocation amount or $1,000, whichever is larger.

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

**Additional Funding**
Additional funding opportunities are available to clubs during the school year. Clubs can earn more funds through the following methods.
- Sandra Johnson Memorial Award
  - $500 to club of the year (voted on by CSAB at end of school year)
- Program Incentives
  - Participating in program events such as homecoming, competitions, photo contests, Club Sports Cup, and other events can lead to additional funding.
- On-Going Additional Allocations
  - Clubs will need to complete the [Additional Allocation Request Form](#) to be eligible for additional allocations. Additional allocations will be appointed by the Student Programs Manager.

**Depositing Funds**
Clubs are expected to deposit any cash/checks in their possession as soon as possible, to prevent theft or loss of monies.
- Complete, print, and sign the Deposit Form.
• Bring the money and Deposit Form to the Student Programs Tower.
• Place the money + deposit form in an envelope (found on top of the safe) and record the deposit on the log - then drop the money into the safe.

Donations
While most donations are made online, all hard donations (cash/checks) to your club must be turned in to the Student Programs Manager. These donations will be processed through University Advancement in order to ensure that the proper tax credit is given to the donors.

• It is important to be sure that you are distinguishing between a donation and a sponsorship. Donations receive a tax credit, sponsorships do not. A mix up can have undesired effects on the individual’s taxes.
• Donation forms must be submitted for donations not received online.
• Outside online donations may not be collected using outside websites, unless approval has been provided by the Student Programs Manager.
  o Those prohibited include GoFundMe, RallyMe, Kickstarter, Crowdrise, etc.
  o Each club as its own donation page, found on their own club sports page, which should be used to collect online donations.

Reimbursement of Expenses
Depositing funds and being reimbursed for expenses are both processed through the Club Sports Office. Expense reimbursements require a Check Request Form that must be filled out completely, signed by the appropriate officers, and have the original receipt(s) attached.

• With few exceptions, no faxed or hand written receipts will be accepted.
  o If submitted, please provide explanation for the faxed/hand written receipts.
• No Colorado sales tax will be reimbursed.

All checks will be mailed to the individual’s mailing address in the University system. To ensure your check is mailed to the correct location, be sure to keep your address updated in PioneerWeb. Students can set up Direct Deposit to allow for faster reimbursement. Reimbursements vary in processing times – ranging from 3 weeks to 6 weeks.

Reimbursing Tax
• Cannot reimburse for tax on purchases in the state of Colorado.
  o Other states may choose to honor tax-exemption, but they are not obligated to, and thus we may reimburse a student for sales tax on an item purchased out of state.
• Can be reimbursed for restaurant type meals
  o “Prepared food” such as a restaurant or other dining where chefs prepare food and there is service to go with it.
  o Gratuity is able to be reimbursed in these situations as well.
• Cannot be reimbursed for groceries or other food items purchased at a grocery or supply store for later preparation or consumption
  o The same in-state and out-of-state rules apply here.
• We are exempt from lodging/hotels within the state of Colorado.
  o Some out of state hotels will accept our Federal Tax ID #
• We are not exempt from airlines, and other usage taxes
  o These taxes are therefore reimbursable to students.

Tax ID
It is necessary for the University to have a W9 on file for any person or business that does not have a DU ID# (87xxxxxx). Most business will already have this and can fax, email, or mail it to you upon request.
  • The University of Denver’s Tax ID number is 84-0404231.

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

• DU Tax Exempt ID #: 98-00574

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

Purchase Card (P-Card)
Club Sports have access to a Purchase Card (Visa credit card) through the Club Sports Office. To request a credit card purchase, all purchase information must be submitted to the Club Sports Office and he/she will place the order. The purchase card is the preferred method for club purchases under $3,000.

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

It is the responsibility of each club sport and its members to follow the Ritchie Center Facility Policies.

- It is each club’s responsibility to reset their facility and the end of each practice/event, regardless of how they found their facility at the beginning of their use.
- If damage or problems are found, they should be reported to the Club Sports Office immediately via email or phone call. Try to take pictures to document the issue.
- Clubs found damaging facilities or equipment will be charged for repairs and subject to disciplinary action.
- A club found to not be using its assigned facility space may lose facility privileges.

Additional Facility Space

All requests for additional facility space should be made through the Event Hosting/Facility Space Request Form. Please plan ahead and provide facility request six weeks prior to the requested date(s). Larger events should be requested at least 2-3 months in advance. National Championships or events with extended support needed should be requested 1 year in advance.

The Club Sports Office may cancel a practice or game at any time due to inclement weather conditions or scheduling conflicts. The Club Sports Office will contact one of the officers regarding any cancellations/updates.

Home Events

Club Sports will schedule an athletic trainer and/or EMT as well as a Club Sports staff member to supervise the facility during the event.

- Clubs are responsible for showing up with enough time to assist with field setup.
- Clubs are responsible for providing a volunteer or team member to run the scoreboard (if applicable).
- Should a staff member, ATC, or EMT not show up the Club Sports Office should be contacted immediately.
Inventory

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

Inventory Checkout Policy

Each club should set up a meeting with the Club Sports Office Staff at the start of the season to go over equipment inventory, safety condition, equipment checkout, and equipment needs.

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

Athletics & Recreation may only store equipment for Club Sports during the summer.
- It is the responsibility of the individual clubs to check out, store and maintain their equipment during the fall, winter, and spring quarters.
- Sheds have been constructed for some of the clubs to store their equipment near their practice facilities.
- Please contact the Club Sports Office if you are in need of more storage options for team apparel/equipment during the school year.

Inspection and Care

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

In addition, the Club Sports Executive Council, Club Sports Interns, or Student Programs Manager may conduct spot checks on equipment to make sure that it is safe for play. Please cooperate with the inspection as it is for your safety.

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

Most equipment will be purchased from an online vendor.

- Submit a P-Card Request - this should include the link(s), colors, quantities, and descriptions of what needs to be purchased.

Anything that should be purchased in person should be approved by the Club Sports Office prior to purchase.

- If possible, work with the vendor to allow Club Sports to pay with a P-Card. If not possible, the club will need to purchase the equipment and request for a reimbursement.

Equipment/Apparel (Custom)

In order protect each club sport, we will set up a Purchase Order (P.O.) when purchasing any custom equipment/apparel. A Purchase Order allows us to provide a “promise to pay”, but only pay once the order is complete, delivered, and 100% accurate.

- Request an invoice/quote and all artwork (including colors) from the vendor.
  - Artwork must be in line with the Club Sports Branding Guide.
  - If the purchase exceeds $5,000, you must obtain at least two additional bids/quotes.
  - If the purchase exceeds $25,000, three written quotes must be obtained.
- If Club Sports hasn’t used the vendor in the past year, we will need a W-9 from the vendor.
- Complete a Check Request Form for the purchase and submit it to the Club Sports Office along with the vendor’s invoice/quote.
- When you receive your order and it is exactly as ordered, submit the FINAL invoice as soon as possible to the Club Sports Office to ensure that the company receives timely payment.

Adidas Apparel

Club Sports receives 50% off of Adidas apparel/equipment found in Adidas’s online team catalog (see exceptions below).

- Teams should review their options online.
  - Excluded items include Custom Colors and miTeam apparel/equipment. If the product info is in red, it not available.
  - These are for team orders – not individual orders or for non-Club Sports use.
- The prices shown are full price. Subtract 50% to calculate the price for DU Club Sports.
- Teams should place their order to the Club Sports Office through the Apparel Order Form.
- Teams should budget for shipping.

Generic Apparel/Artwork

Club Sports works with local companies to provide teams with easy and cost efficient apparel/artwork options.

- Requests and orders are placed to the Club Sports Office only
- The Club Sports Office will directly place all orders on behalf of each team
Branding & Logos
As a Club Sport you are required to abide by the Club Sports Branding guide. You will need to make sure that the marks are not modified in any way, the correct colors are used, and the university name is used correctly. You will also need to be sure that you are identified as a club sport if the University of Denver has a varsity equivalent of that sport, regardless of gender.

- For example, Figure Skating does not need Club in front of it on apparel, but Women’s Ice Hockey must say Club Women’s Ice Hockey.

Those with a varsity equivalent may have the Arched Denver logo on the front of the jersey, but must have the Interlocking DU with Club Sports underneath on the back or sleeve of the jersey.

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

If you have any questions regarding club branding please see your copy of the Club Sports Branding Guide or the Student Programs Manager.

Posting Guidelines
The University of Denver has strict posting guidelines related to literature. All flyers/marketing materials must be approved by the Club Sports Office. Please be sure that all others permissions are obtained prior to posting.

- This is especially true of the Ritchie Center, as no flyers are allowed on glass or painted surfaces.
- Publicity does play an important role within Club Sports and so does quality.
- Many student groups forget to take down their flyers once the event is completed. Please be sure to remove your flyers within 24 hours after the event.
**Media**

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

Club officers are responsible for being active on social media and responding to inquiries to the site. Please inform the Student Programs Manager or another club member who is already an admin to get admin access.

**Publicity**

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

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

Wording: “Colorado Seminary, which owns and operates the University of Denver and its Club _____ team.

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

Please do not hesitate to contact the Student Programs Manager with any questions or concerns. The Student Programs Manager will act as your team’s liaison to the University.

- All agreements must be signed by an authorized University of Denver signatory.
- If an agreement is signed by a representative of your club, they are personally liable for any and all obligations within that contract as they are not a designated signatory for the University of Denver. Please do not put yourself or members of your club at risk by entering into any agreements.

Sponsorships and Promotions

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

- One of the main goals for Club Sports is to reduce the reliance on university allocated funding and to encourage clubs to prosper above and beyond the limits allocated funding may place on clubs. Certain procedures and policies, however, must be in place before you may begin discussions with any sponsor or donor.
- If you would like to engage in a sponsorship, please schedule a meeting with the Student Programs Manager prior to further discussions with the sponsor.
Disciplinary Procedures

Conduct of Club Members
As representatives of the University of Denver, Club Sports participants and coaches have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution.

- Inappropriate conduct or actions, including misuse of equipment and/or facilities, while participating in any club sport related activity will jeopardize the club's continued status as a recognized club sport.
- Appropriate conduct of participants should be stressed whenever wearing the logos or team apparel of their club sport.
- Furthermore, club members who participate in inappropriate activity which violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the CSEC, Student Programs Manager, the University of Denver (Student Conduct), and/or appropriate legal authorities.
- If a participant or spectator in a Club Sports program is ejected from any facility (indoor or outdoor), program, contest, or activity, he/she is immediately ineligible for further access or competition in any Club Sports program or facility until the Student Programs Manager clears him/her for re-admittance.

Any reports by other teams, schools, or administrators of activities that reflect negatively upon the university will result in disciplinary action.

Drug and Alcohol Policy / University Honor Code
Club Sports participants are required to know and adhere to the University Drug/Alcohol policy and the University Honor Code.

Disciplinary Process
The disciplinary process typically begins with the Club Sports Executive Council, who will meet with the club and those involved and review the situation during the next available CSEC meeting. The CSEC will provide their decision to the club.

Appeal Process:
- A club has one week from the decision of the CSEC to appeal the decision.
- If appealed, the case will be heard by the Student Programs Manager. He/she will provide a decision.
- If appealed again within one week of the decision, the case will go the Associate Director of Internal Operations. He/she will serve as the final decision.
- This will conclude the Appeal Process.

If a case is appealed, the decision may be altered in any way the Student Programs Manager or Associate Director of Internal Operations deems necessary.

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

In order to maintain order within Club Sports, clubs may have their following year’s allocation deducted:

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Percentage</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late to All Club Sports Meeting</td>
<td>2%</td>
<td>Per occurrence</td>
</tr>
<tr>
<td>Missed All Club Sports Meeting</td>
<td>5%</td>
<td>Per occurrence</td>
</tr>
<tr>
<td>Late/Missed Crimson &amp; Gold Meetings</td>
<td>3%</td>
<td>Per occurrence starting w/ 2nd missed meeting of academic year</td>
</tr>
<tr>
<td>Missed Travel Meeting</td>
<td>4%</td>
<td>Per occurrence</td>
</tr>
<tr>
<td>Late Submission of Travel Request Form</td>
<td>2%</td>
<td>ONLY when intention to travel was already known</td>
</tr>
<tr>
<td>Traveled without Approval</td>
<td>5%</td>
<td>May also include further sanctions by the CSEC or Student Programs Manager</td>
</tr>
<tr>
<td>Late Return of Club Sports Equipment</td>
<td>2%</td>
<td>Includes First Aid Kits, banners, and other equipment</td>
</tr>
<tr>
<td>Late Post-Game Report Submission</td>
<td>2%</td>
<td>48 hours after return/competition date</td>
</tr>
<tr>
<td>Late/Missed 1-on-1 Quarterly Meeting</td>
<td>5%</td>
<td>Per occurrence</td>
</tr>
<tr>
<td>Missing Required Information</td>
<td>5%</td>
<td>Per occurrence (officer info, website info, deadline missed, etc)</td>
</tr>
<tr>
<td>Inappropriate Web/Social Media Posting</td>
<td>Minimum of 5%</td>
<td>Per occurrence</td>
</tr>
<tr>
<td>Inappropriate or Unauthorized Posting of Flyers/Handouts</td>
<td>Minimum of 5%</td>
<td>Per occurrence</td>
</tr>
<tr>
<td>Unauthorized apparel purchases/use of logos</td>
<td>5%</td>
<td>Per occurrence – potential for immediate loss of apparel if branding does not meet current guidelines</td>
</tr>
<tr>
<td>Participation with FAILED Safety Audit</td>
<td>10%</td>
<td>plus suspension from all activities until issue is addressed and resolved</td>
</tr>
<tr>
<td>Failure to Meet Fundraising Goal</td>
<td>Up to 25%</td>
<td>Equal to percentage missed up to 25%</td>
</tr>
<tr>
<td>Allocation Packet is 1 day late</td>
<td>10%</td>
<td>If packet is due on 5/9/17 5pm, anything submitted between 5:01pm on 5/9/17 and 5pm 5/10/17 falls in this category</td>
</tr>
<tr>
<td>Allocation Packet is 2 days late</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Allocation packet is 3 days late</td>
<td>33%</td>
<td></td>
</tr>
<tr>
<td>Allocation packet is 1 week late</td>
<td>100%</td>
<td>Forfeit of Next Year’s Allocation</td>
</tr>
<tr>
<td>Missed Allocation Meeting/Presentation</td>
<td>100%</td>
<td>Forfeit of Next Year’s Allocation</td>
</tr>
</tbody>
</table>

Anything not specifically covered and/or severity of actions may be left at the discretion of the CSEC and/or Student Programs Manager.

- A club’s percentage of allocation lost due to fundraising **may not exceed 25%**.
- As a result, the percentage of allocation lost due to fundraising and deductions combined may not exceed 50%.
  - The only exception would be if an allocation packet is over a week late or your club misses your allocation presentation.
  - The percentage will be off of next year’s allocation.

**Example:** Club Underwater Basket Weaving receives $2,000 in 16-17, but accumulates 10% in fines in 16-17. Their 17-18 allocation is decided by the allocation board to be $1,500 (not including deductions). You would take 10% off of $1500, resulting in $1350 as the club’s final allocation for 16-17.
Resources

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

- **Student Programs Manager**
  - The Student Programs Manager serves as the advisor/supervisor for all Club Sports. All clubs are encouraged to ask questions, set up meetings, and seek assistance when necessary from the Student Programs Manager.

- **Club Sports Interns**
  - Club Sports Interns serve as the first line of communication for all clubs. Each club will be assigned as either a Crimson or Gold club, with an intern responsible for each group.

- **Club Sports Executive Council**
  - CSEC members are student leaders of Club Sports who understand what it’s like to be a student running a Club Sport.

- **Student Programs Tower**
  - Located at the Stapleton Tennis Pavilion, access is granted for use of the tower for meetings or conducting club business.
  - Meetings can be scheduled using the Facility Request Form on the Club Sports website.

- **Computers**
  - Located in the Student Programs Tower, any Club Sports officer or designate may use the computer for such tasks as budget tracking, making flyers, or other Club Sports business.

- **Printer**
  - This printer is attached to a network and can be accessed by all the computers in the Student Programs Tower. This computer and printer are strictly for the use of Club Sports business.

- **Mailing Address**
  - All club materials, apparel, and equipment must be shipped directly to the Student Programs Tower at the address below:
    - **Mailing address**: Club Name, ATTN: Student Programs Manager, University of Denver, 2201 E. Asbury Ave, Denver, CO 80210

- **Facility Space**
  - Facilities in the Ritchie Center are provided at no cost to Club Sports for practices and home competitions. Please follow the regulations in outlined in this manual for scheduling space.

Contact Information

To help you access the resources that you need, the University of Denver Club Sports program tries to provide you with a listing of phone numbers and web addresses that are applicable to Club Sports. Please note that this is a general list of both on and off campus numbers. Please consult the University of Denver directory, website for further information.

**2016-2017 Club Sports Executive Council**

- Club Sports Executive Council President: Avery Nelson  nelson.avery18@gmail.com
- Club Sports Executive Council President-Elect: Jonathan Miller  j.miller112@yahoo.com
- Club Sports Executive Council At-Large Member: Trevor Marshall  trevorbmmarshall@gmail.com
- Club Sports Executive Council At-Large Member: Marissa Lambert  marissalambert9@gmail.com
2016-2017 Division of Athletics & Recreation Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Programs Manager</td>
<td>Amy Rask</td>
<td>303-871-3912 <a href="mailto:amy.catlin@du.edu">amy.catlin@du.edu</a></td>
</tr>
<tr>
<td>Associate Director of Internal Operations</td>
<td>Ruth Brown</td>
<td>303-871-4694 <a href="mailto:ruth.brown@du.edu">ruth.brown@du.edu</a></td>
</tr>
<tr>
<td>Assistant Vice-Chancellor - Ritchie Center Internal Operations</td>
<td>Stu Halsall</td>
<td>303-871-3058 <a href="mailto:shalsall@du.edu">shalsall@du.edu</a></td>
</tr>
<tr>
<td>Club Sports Intern</td>
<td>Wade Endress</td>
<td>TDB</td>
</tr>
<tr>
<td>Club Sports Intern</td>
<td>Megan Guilfoyle</td>
<td>TBD</td>
</tr>
</tbody>
</table>

University of Denver Online Resources:

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Programs</td>
<td><a href="http://www.du.edu/ritchiecenter/studentprograms">http://www.du.edu/ritchiecenter/studentprograms</a></td>
</tr>
<tr>
<td>Club Sports</td>
<td><a href="http://www.du.edu/clubsports">http://www.du.edu/clubsports</a></td>
</tr>
<tr>
<td>Intramural Sports</td>
<td><a href="http://www.du.edu/intramurals">http://www.du.edu/intramurals</a></td>
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<td>University of Denver</td>
<td><a href="http://www.du.edu">http://www.du.edu</a></td>
</tr>
<tr>
<td>Ritchie Center</td>
<td><a href="http://www.du.edu/ritchiecenter/">http://www.du.edu/ritchiecenter/</a></td>
</tr>
<tr>
<td>Risk Management</td>
<td><a href="http://www.du.edu/risk/">http://www.du.edu/risk/</a></td>
</tr>
<tr>
<td>DU Athletics</td>
<td><a href="http://www.denverpioneers.com">http://www.denverpioneers.com</a></td>
</tr>
<tr>
<td>Clarion (School Newspaper)</td>
<td><a href="http://duclarion.com/">http://duclarion.com/</a></td>
</tr>
<tr>
<td>Student Health &amp; Counseling Center</td>
<td><a href="http://www.du.edu/health-and-counseling-center/index.html">http://www.du.edu/health-and-counseling-center/index.html</a></td>
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<tr>
<td>Office of the Registrar</td>
<td><a href="http://www.du.edu/registrar/">http://www.du.edu/registrar/</a></td>
</tr>
<tr>
<td>University Technology Services</td>
<td><a href="http://www.du.edu/uts/">http://www.du.edu/uts/</a></td>
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</table>