Club Sports Handbook

University of Colorado-Colorado Springs
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**Introduction**

Welcome to The University of Colorado - Colorado Springs’s Club Sports Program. This manual has been prepared to assist students with the administration of their clubs. Additionally, it is designed to serve as a supplement to all University of Colorado - Colorado Springs policies and procedures as outlined for student organizations. The success of your Club Sports team depends on every club officer, participant, advisor and coach becoming familiar with the manual contents. All club affairs must be conducted in accordance with University of Colorado - Colorado Springs and University’s Clubs and Organizations policies and procedures.

Successful clubs are student-initiated and student managed. Club Sports fills the void between intramural sports activities and intercollegiate athletics. There is an emphasis on the learning experience for members through their involvement in leadership opportunities. These opportunities include: fundraising, public relations, organizing, administrating, budgeting, and scheduling. Club Sports participation assists to enhance the student’s overall education. Skills that students learn include: leading peers, writing and implementing their constitution, recruiting members, establishing dues, and gaining team support. The leadership training and opportunities available through active participation with a Club Sports team are intended to benefit the participant throughout their lifetime.

**Mission of UCCS Club Sports Program**

The Club Sports Program at The University of Colorado - Colorado Springs provides an opportunity for students to shape their own recreational experience through competitive/instructional sports teams. This program will enhance the collegiate experience by developing skills and knowledge of a particular sport, building character and leadership for future pursuits, and by encouraging lasting friendships and a lifetime appreciation for physical activity.

**Club Sports Definition**

Club Sports consists of a group of UCCS students who share a common interest in a physical activity, and who promote and develop the skills necessary for a particular sport. Any student organization, whose goals and purpose focus on participation in competitive sport activities, may be considered for status as an “active club sport”. The status will be determined by the Club Sports Coordinator after meeting with the potential club to discuss goals, needs, and organization. One of the characteristics of a Club Sport is a student organization that travels to and participates in intercollegiate events as a UCCS team. A Club Sport team must be a “registered” and “recognized” student organization as determined by the ROAR Office (see the Refuge for Organizations, Activities, & Recreation Handbook for specific requirements). The leadership of the students and dedication of the team officers determines the success and stability of the club. Club members are responsible for a variety of administrative duties to ensure the club’s success. Club Sports represent The University of Colorado - Colorado Springs in competitive play, and must comply with the University’s and their national/league organization’s rules, regulations, policies, and procedures. Each team must have a representative act as club officer and attend mandatory officer’s meetings. Clubs have two sources for funding: (1) generated funds by their team and/or (2) the
UCCS Student Government Association (SGA). Club governance is voluntary and membership is only open to UCCS students. UCCS faculty or staff may participate only in team practice and/or serve as an advisor or coach.

**Club Sports Criteria**

Each new Club Sports team must be both a “registered” and “recognized” club through the ROAR office. If the Club Sports team meets each requirement below to the satisfaction of the Club Sports Coordinator, the team may achieve official Club Sports status.

To be considered a part of the Club Sports Program, all clubs must meet the following criteria:

1. Physically active (exertion) or athletic in nature
2. Includes some form of competition and availability of adequate competition (tournaments, matches, etc.)
3. Maintains 10 active student members
4. Registered with a National Governing Body and/or League
5. Demonstrates student leadership by maintaining a minimum of 2 officers (President & Treasurer) within the club in addition to a Safety Officer
6. All active club members are UCCS students
7. Select a UCCS Faculty/Staff Advisor
8. Register and become “recognized” with Student Involvement (ROAR office)
9. Certify 2 club members in CPR & First Aid with at least 1 certified member present at all team practices and competitions
10. Demonstrate financial stability and submit an annual budget worksheet
11. Adhere to ALL University of Colorado at Colorado Springs policies and procedures
12. Approval by Club Sports Coordinator

* Clubs Sports will be reviewed at the end of the academic year to retain status; no club is guaranteed permanent status.

**Important Contacts**

Daniel Bowan, **Club Sports Coordinator**, (719) 255-3429, dbowan@uccs.edu

Casi Frazier, **Campus Recreation Administrative Assistant**, (719) 255-7511, pfrazier@uccs.edu

Sabrina Wienholtz, **Student Life**, (719) 255-3632, swienhol@uccs.edu
In case of a LIFE THREATENING ACCIDENT or a MAJOR EMERGENCY, the following people should be contacted IN THE ORDER LISTED:

1. University Police Department: (719)255-3111
2. Daniel Bowan, Club Sports Coordinator W: (719) 255-3429 C: (410) 980-6386
3. Tim Stoecklein, Associate Director of Campus Recreation W: (719) 255-7519
4. Matt Gaden, Director of Campus Recreation W: (719) 255-3463

Roles & Responsibilities

Club Sports Coordinator
The Club Sports Coordinator serves as the official representative of UCCS Campus Recreation Department in the supervision of the Club Sports Program. The individual serves as an advisor and resource to provide guidance and support to Club Sports teams. Additionally, this position acts as a liaison between the clubs and the University. The coordinator provides administrative leadership, financial oversight, and encouragement to club sports. A close link is maintained between the personnel of Campus Recreation and the ROAR office to provide assistance to student organizations. The Club Sports Coordinator can be present at team events and at practices to show support and to orientate officers, coaches, and advisors to the program policies and procedures. The Coordinator promotes, markets, and ensures the safety of the Club Sports Program participants.

Club Sports Supervisor
This is student employee position that supports the Club Sports Coordinator in a wide variety of roles. This position maintains team records, schedules, and other administration duties while communicating with team officers in maintaining up-to-date records.

Club Officers
It cannot be stressed enough that club sports are student-initiated, student-led organizations. The success of the group depends on its members. It is highly recommended that every team have several officers to split the duties and responsibilities of the club. However, the following positions are required:
President:
The President is required to give weekly reports during the season of play to the Club Sports Coordinator either through email. The President must also ensure that all students participating in any Club Sports activity are on the roster and have completed all the required paperwork.

Treasurer:
The Treasurer will ensure that all club financial obligations are met (including league/association fees etc.) and will keep records of all club transactions to provide accountability for use on all funds. The treasurer must also submit an accurate budget report including both revenue and expenses. The budget must be attached to the proper funding application forms.

Safety Officer:
The Safety Officer must be First Aid and CPR certified and be aware of the safety procedures for their team. They must share all safety information with their teammates and coaches and will attend most practices and games. If not in attendance, there must be one other person certified in CPR and First Aid at the game or practice. The Safety Officer is in charge of the Team First Aid Kit and the Safety Binder. These items must be checked in and out of the Club Sports Office at the beginning and end of the academic year. Additional duties for the Safety Officer can be found in this manual under Safety and Risk Management.

The following is a list of additional duties that can be divided among officers. These are not considered a complete list of officer responsibilities. Please refer to your Club Constitution for additional officer duties. The Club Sports Coordinator is available for consultation in regards to officer duties.

Duties:
1. Read, become familiar with, enforce, and relate all policies and guidelines within this manual to all club members.
2. Coordinate all club activities with the Club Sports Office.
3. Register the club with the ROAR office and the Club Sports Office
4. Attend all mandatory meetings scheduled by the Club Sports Coordinator.
5. Check the club’s mailboxes regularly located in the Recreation Center and ROAR office.
7. Report all injuries that occur at club competitions, practices or events to the Club Sports Coordinator within 24 hours of injury. (Complete and submit an Injury Report Form within 24 hours.)
8. Submit all required forms on time.
9. Maintain complete inventory records of all club equipment and uniforms.
10. Enforce the club’s constitution.
11. Train the elected officers for the next year.

12. Inform members of Club Sports policies, operating procedures, emergency procedures, and other imposed regulations and monitor behavior in accordance with all departmental and University policies.


**Coach**

All Club Sports teams are encouraged to seek the assistance of a coach or instructor to further the team’s talent and aid new club members with the development of skills. The coach should be in communication with the advisor and the two should work as a team to further UCCS students’ development. Coaches are volunteers and can also serve as the advisor for the team; if they are faculty or staff at UCCS. Club teams are student-run organizations, so coaches will allow the officers to manage the team and perform all administrative responsibilities. Coaches will act solely as athletic advisors and focus only on the physical aspects of their sport as well as their team’s attitude and behavior. While traveling, the coach is responsible and accountable for team behavior and will act as a role model to students. All coaches must meet with the Club Sports Coordinator before participating in the Club Sports Program.

**Faculty/Staff Advisor**

Every “recognized” student organization at UCCS is required to have a faculty/staff advisor. This advisor can also serve as the team’s coach if they meet the coaching requirements. It is important to remember that advising club sport is not in the job description of any UCCS faculty or staff. These individuals are volunteering their time, and should be appreciated accordingly. A faculty/staff advisor will work together with the coach to encourage positive interaction between Club Sports participants, University employees, and other teams. The advisor will not assume leadership of the organization; instead the focus will be on the officers’ leadership development. The advisor will meet with club leaders and consult on team issues. The advisor can provide continuity in a team’s program by bridging the gap in student changes from year-to-year, and supplying knowledge of University policies. Advisors are required to meet with the Club Sports Coordinator prior to participating in the Club Sports Program. It is also highly recommended that advisors travel with the team for all off-campus events. The purpose of the advisor is to be available during the development of plans and programs for the club; to provide expertise and responsible judgment; and to help ensure that the activities and undertakings of the club are sound and reflect favorably on the University. All advisors are required to fill out a Waiver and Assumption of Risk Form.

**Policies & Expectations**

**Starting a Club Sports Team**

All groups wishing to establish a new club sport must complete the student organization recognition process with the ROAR office. Recognition packets are available for pick up at the ROAR office. These
documents include the student organization registration form and application for recognition form. All new student groups must attend a club orientation. A Club Sports team must also meet with the Club Sports Coordinator. In order to be approved, every club must meet the additional Club Sports criteria (located in the Introduction Chapter).

Annual Registration
In order to remain a recognized student organization, all existing Club Sports teams must annually complete a student organization recognition packet. Recognition packets are available to pick up from the ROAR office.

Joining a Club Sports Team
Club Sports teams are open to all students, faculty and staff of UCCS; however the majority of the club should consist of students. Visit the Club Sports Office to find out more information about a particular sport or to fill out the appropriate paperwork to join a Club Sports team. Please review the following checklists for requirements:

Participant Checklist
- One completed and signed Waiver of Liability
- One completed and signed Waiver and Assumption of Risk Form
- One completed and signed Athlete Code of Conduct Form

Communication

Weekly Competition Reports
It is essential that Club Sports teams maintain open communication with the Club Sports Coordinator and/or Supervisor. Every Monday during the season of play (or the following day if it is a holiday), one officer must check-in with the Club Sports Coordinator by 5PM. An officer should provide the Club Sports Coordinator with a Competition Report of the past week’s competitions and/or events. This report should be emailed to sports@uccs.edu.

One-On-One’s
Once a semester, the club President must schedule a one-on-one with the Club Sports Coordinator. This should be scheduled for the beginning of fall semester and for the end of Spring semester. The President can then be informed of changes within the Club Sports Program and communicate with the Club Sports Coordinator any goals, events or challenges for the year.

Mandatory Meetings
Attendance at Officer’s meetings is required for ALL Club Sports teams. One designated representative from every Club Sports team is required to attend, however meetings are open to any persons involved in Club Sports. Class, personal or family obligations will be the only excused absences and it is required
that the excused absentee find a replacement team member for the meeting. The meeting schedule is provided at the beginning of the semester for planning purposes within your club. Missed meetings could result in the following action: loss of facilities, team probation, or other sanctions.

**Conduct Guidelines**

Club Sports teams should add a positive image of the University and any behavior deemed otherwise will be handled appropriately. Team officers and coaches are accountable for the behavior of all members and should serve as role models for appropriate behavior. Being a member of a Club Sports team is a privilege, not a right. The behavior of an individual team member can damage a team’s reputation. The team’s behavior can damage the reputation of the Club Sports Program, which affects the image of University of Colorado - Colorado Springs.

It is the responsibility of each individual team member, advisor, and/or coach to understand the policies and procedures put forth in this Club Sports Handbook, the ROAR Handbook, and the UCCS Student Code of Conduct. Failure to abide by these guidelines or report any incidences to the Club Sports Coordinator may result in disciplinary action, with the Club Sports Coordinator.

Team members shall maintain contact and communication with the Club Sports Coordinator:

• Be responsible for themselves and team members and act as mature adults
• Lose with respect for those who win; win with dignity toward those who lose
• Demonstrate respect towards teammates, coaches, advisors and others within the Club Sports Program
• Comply with all Club Sports polices and University regulations as well as maintain full responsibility to abide by all local, state, and federal laws
• Comply with requests from the Club Sports Coordinator or University Official
• Show respect for University facilities and other facilities during travel
• Demonstrate honesty and cooperation with University personnel during difficult situations
• Show respect for your own and others athletic equipment

A behaviors that may result in disciplinary action includes, but is not limited to:

• Formal written or verbal complaints of any sort regarding individual members and/or team behavior
• Damage to University property (including equipment) or property during travel
• Any participants practicing or competing without being approved by the Club Sports Coordinator (this includes ANY off-season or summer activities)
• Missed attendance at required meetings, conferences, or retreats
• Poor communication with the Club Sports Coordinator (failure to provide weekly team reports, late or incomplete competition approval forms (on or off season))

• Failure to call and cancel a scheduled competition with another team

• Any act or intent to participate in hazing

Communication
It is essential that Club Sports teams maintain open communication with the Club Sports Coordinator and Supervisor. Communication is conducted through Monday team check-ins, competition reports, and one-on-one meetings. If poor communication is occurring appropriate disciplinary action will occur.

Use of derogatory, obscene or insulting language is prohibited and Club Sports members will refrain from engaging in any such behavior during practices, competitions and any other team event. Examples include, but are not limited to, language that brings embarrassment, or emotional, psychological or physical harm and also includes any nonverbal behaviors that would be considered disorderly and inappropriate.

Academic Integrity
As students of University of Colorado - Colorado Springs, you are a student first and a Club Sports participant second. School should be the first priority and club members need to abide by the Academic Integrity Policy located at http://www2.UCCS.edu/senate/S04-12.pdf.

Travel
Teams represent the University at competitions, events, and when traveling. Team participants are responsible for their own behavior. When a coach or advisor is present, the coach or advisor will be ultimately responsible for the team. Team travel is a great opportunity to display UCCS to other Universities and communities. When traveling by airplane, it is expected that team members dress appropriately and respectfully. While staying at hotels or motels, remember to be courteous and respectful of other guests and hotel property. Loud talking in hallways, yelling in rooms, or playing loud music or television can disrupt a guest’s stay and lead them to complain to the hotel or University. If management requests rooms to quiet down, apologize for the disturbance and ensure that this behavior is not repeated. Respect hotel management and property. The Club Sports Coordinator will investigate any complaints received. Off-campus behavior during travel can still be warranted for disciplinary action. Traveling is a privilege for Club Sports teams and can be revoked at any time due to inappropriate conduct. After investigation, the outcome will be determined and could result in loss of travel, suspension of individual members, and probation of the entire Club Sports team or other sanctions.
Alcohol, Drugs and/or Illegal Substances
Using UCCS’s name is a privilege for Club Sports teams. Therefore, it is essential to think and act in a manner that shows respect to the University. Club Sports participants are required to be drug and alcohol free when involved with a Club Sports team practice, competition, event, or function. This includes being under the influence of, or in possession of, any intoxicating or illegal drug. Off-campus behavior during travel can still be warranted for disciplinary action. Using team funds for the purchase of alcoholic beverages is strictly prohibited for all team members. University of Colorado - Colorado Springs has a zero tolerance policy for underage drinking and it is a violation of the Student Code of Conduct and State law. All inappropriate behaviors that occur will result in disciplinary action.

Inclement Weather
While not all club practices and competitions have on-site supervision by Campus Recreation supervisors, all clubs should follow the same guidelines that are imposed at on-campus facilities with regards to inclement weather.

When lightning is spotted or thunder heard, outdoor play should be suspended until 30 minutes after the last occurrence of thunder or lightning. Members, players, officials, spectators, and others should move indoors until such time has passed. It is better to err on the side of caution.

Spectators & Visiting Clubs
Spectators, Guests, and Visiting Clubs are welcome at club-related activities and are the responsibility of the host club. Spectators and guests may not enter the playing area and the universities alcohol and drug policies apply to all spectators, guests, and visiting clubs. Individuals violating these guidelines or exhibiting unsportsmanlike conduct will be asked to leave the facility and their team may be assessed additional penalties. It is the clubs responsibility to manage the situation and will be held accountable. However, if the threat of violence is present then club members should refrain from intervention and call the proper authorities.

First Aid Kit & Safety Binder
At the beginning of every year, the club Safety Officer will be given a First Aid Kit and a Safety Binder. The Safety Officer is responsible for the safe keeping of these items, but the entire team will be fined $50.00 for the loss of either item. Both of these items must be returned to the Club Sports Coordinator, by the end of the academic year.

Hazing
Hazing is defined as any action taken or situation created which, regardless of location, intent, membership status, or consent of the participants,
1. produces, or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, intimidation, degradation, or ridicule, or otherwise compromises the dignity of an individual;

2. compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, contrary to the rules, policies, and regulations of the University, or which is known by the compelling person to be contrary to the individual’s genuine moral or religious beliefs; or

3. will, unreasonably or unusually, impair an individual’s academic efforts.

No Club Sports member shall engage or participate in any form of hazing. Any complaints will be investigated and if found legitimate, disciplinary action will be taken.

**Disciplinary Actions**

The following consequences will be determined by the Club Sports Coordinator and are not progressive (one period does not have to precede the other). These periods can be applied to an individual Club Sports participant or an entire Club Sports team. If a team fails to meet any requirements stated in this manual, it is subject to a warning, which could result in probation. The severity of the offense will determine if University officials become involved. The Club Sports Coordinator reserves the right to inform campus officials of inappropriate behavior and their decisions are independent of any decisions deemed by the Club Sports Coordinator.

**WARNING PERIOD (4 Academic Months)**

An individual or team is placed in a Warning Period based upon behaviors demonstrated that may result in disciplinary action. At this time individual participants and teams are still eligible to participate in practices and competitions. During this period the individual sanctioned or the entire team’s behavior is observed and at the conclusion of the four-month period, is reviewed and evaluated for a possible change in status.

**PROBATIONARY PERIOD (4 Academic Months)**

An individual or team is placed in a Probationary Period based upon behaviors demonstrated that may result in disciplinary action and a required behavioral contract is developed and signed. Disciplinary actions are determined based on the severity of the offense. During this period the individual sanctioned or the entire team’s behavior is observed and at the conclusion of the four-month period, is reviewed and evaluated for a possible change in status.

**ELIMINATION**

An individual participant or an entire team can be eliminated from the Club Sports Program, without the Warning or Probationary Period (for severe behavior), which will be referred to the Office of Student Judicial Affairs. However, a team can also be eliminated after the Warning and Probationary Period.
because behavior was not improved. This decision is at the discretion of the Club Sports Coordinator. If an individual becomes eliminated from the Club Sports Program, he or she cannot become a participant in any Club Sports team for their remaining years at UCCS. If a team becomes eliminated, they cannot renew their club status for one year from the date of elimination.

Examples of Disciplinary Actions (independent of club status) that could occur, but is not limited to:

- Referral to the Office of Student Judicial Affairs
- Community Service to the Club Sports Program
- Loss of travel
- Forfeiture of activities, privileges or services (facilities, competitions, etc.)
- Behavioral Sanctions

Safety & Risk Management

Safety Officer

All Club Sports teams are required to have a Safety Officer. The duties of the safety officer include but are not limited to the following:

- Currently certified in CPR & First Aid
- Knowledgeable of the emergency plans
- Inform and train team on the steps of emergency plan
- Responsible for the First Aid Kit
- Responsible for training one team member in ALL duties if unable to attend a game or practice
- Report injuries or incidents and submit proper paperwork for such occurrences
- Inspects equipment for safety on a weekly basis, while in season
- Report safety hazards to Club Sports Coordinator
- Responsible for gathering teammates waivers, participant forms, insurance cards, drivers licenses and any other information that the Club Sports Office requires
- Promote and model club safety

Insurance

As the Assumption of Risk Form notes, participation in club activity is not insured by the university. In the event of an injury, the club member will be personally responsible for the expenses associated with their care. We strongly encourage all club members acquire personal medical insurance.

High Risk Activities

In order for clubs to participate in High Risk Activities, the club must have a Risk Management Protocol for that activity. The protocol will develop a plan for mitigating risk and ensuring safety. The club will need to provide written and documented safety procedures that are in accordance with the industries “best practices” related to risk management. The Club Sports Coordinator will work with the UCCS
Campus Recreation Professional Staff and the University Risk Manager to define and categorize High Risk Activities. In certain situations some clubs may be required to acquire team liability insurance. In many collegiate club sports leagues and organizations this team liability insurance is a benefit of membership.

**CPR and First Aid Certification**
Club Sports recommends that every club officer is CPR and First Aid certified, but a minimum of two officers (including your Safety Officer) and ANY coach must show proof of certification before practices and competitions can begin. Certification classes occur throughout the year, contact the Club Sports Office for further information.

**911 Call -- Emergency Response Plan**
*It is the Safety Officer’s responsibility to communicate this plan with the team and make sure each participant is trained in the course of action.

1. Survey the scene:
   - Is the scene safe?
   - What happened?
   - How many are injured?
   - What is the victim(s) condition?
   - Who is available to help?

2. Designate one person to call University Police (719) 255-3111 or 911 (if off-campus) with the following information:
   - The caller’s name
   - The exact location of the emergency
   - What happened and how many are involved
   - The condition of the victim(s)
   - Any first aid or CPR currently being given
   - Return to the scene and inform those attending to the victim(s) that help has been called. Then, wait for the University Police to arrive and direct them to the scene.

3. Administer CPR/First Aid as appropriate (At least 2 people on the team should be CPR and First Aid certified).

4. Once paramedics have arrived, the individual providing care should orient the paramedics to the status of the victim(s). The paramedics will take over care of the victim(s).

5. Find out where the victim(s) are transported for care.
6. Immediately after the incident, before the victim(s) leaves, the first responder should fill-out an injury/accident report (complete everything), located within your First Aid Kit. This form must be completed and turned in to the Club Sports Coordinator within 24 hours or the next business day.

7. Call the Club Sports Coordinator’s Cellular Phone, within two hours of the accident. If there is no answer, leave a message.

Facilities & Services

Scheduling Recreation Center Facilities
All Club Sports teams are responsible for scheduling their own practices and competitions with the appropriate person. If a team is facing scheduling challenges, they should notify the Club Sports Coordinator. If a team does not have the appropriate paperwork completed or is facing disciplinary actions, the Club Sports Coordinator has the right to call schedulers to cancel practices or competitions.

For the Recreation Center Contact:
KB Lindsey, blindsey@uccs.edu, (719) 255-7512

For 4 Diamonds Field:
Daniel Bowan, dbowan@uccs.edu, (719) 255-3429

Off-Campus Facilities
All clubs must work with the Club Sports Coordinator when scheduling and working with outside vendors to schedule activities. NO CLUB SPORTS MEMBER CAN EVER SIGN A CONTRACT!! All contracts need to be reviewed by the University’s Attorney.

Administrative Services
As a Recognized Club Sports team at University of Colorado at Colorado Springs, you receive certain administrative services free of cost. The following is a list of services you can receive:

- Mailboxes: Located in the ROAR Office and Recreation Center.
- Consultation: Coordinators are available to consult with you on events and challenges.
- Workshops & Seminars: These will be offered throughout the year as resources and development opportunities.
- Computers: These will be available for email and online services and for printing, please bring a flash drive to save your work on. Computers are located in the Recreation Center Administrative Office Area.

The Club Sports Coordinator must approve the use of the following equipment:
• Copy Machine: A copy machine will be available for your use to make important copies of materials but NOT for large printing projects (advertisements, programs, flyers, etc.).
• Fax Machine: A fax machine will be available for faxing documents to associations, leagues or other universities.
• Telephone: A telephone will be available to contact people within Club Sports; messages CANNOT be left on this phone.
• Computer Printing: You can print any Club Sports Forms or paperwork.

Funding

Funding Guidelines
Club Sports teams are funded in two ways: (1) self-generated funding through membership dues, donations, fundraisers, corporate sponsors, etc. (2) Club Sports teams are eligible to receive funding from the UCCS student fees that have been allocated to the Student Government Association. These funds will be granted to teams through the SGA House and Senate Funding Policies and Procedures.

Funding Process:
• Fill out a SGA Funding Application form
• Reference the ROAR Handbook and SGA Policies and Procedures
• Student brings invoices or receipts (prior approval by the Club Sports Coordinator is needed on all receipts) to the Campus Recreation Administrative Assistant

Fundraising
Pending a reservation, the university permits registered campus organizations to sell concessions and solicit funds on specific university premises such as the upper plaza and designated solicitation table spaces. Approval is given assuming there is legitimate purpose that groups adhere to supervision requirements for fiscal accountability, proper scheduling, and non-conflict product sales. Product sales must be approved by the UCCS Bookstore. Solicitations are defined as a request for funds by an organization without exchanging anything of material value. Concessions consist of selling an article of material value by an organization.

Solicitations
While a student organization may request funds or gifts-in-kind from a business or off-campus organization, no student organization may issue a receipt for a tax-deductible donation. The only exception is if the organization has its own non-profit tax designation or written permission to use the tax exempt number from the national organization with which they are affiliated.

Concessions Procedures
All products to be offered for sale must first be approved by the Bookstore because of the liability issues due to the licensing laws that are prescribed by The University of Colorado. Each product will be approved on a case-by-case basis. Please reference the ROAR Handbook for further information.
**Raffles**
Club Sports are permitted to hold raffles under the Student Government Association’s Bingo and Raffle License. Please contact Sabrina Wienholtz at 255-3632 at least three months in advance of the anticipated drawing date to coordinate the raffle.

**Bookstore Donations**
Each fiscal year (July-June), the Bookstore donates $100 worth of merchandise to registered student organizations on campus that have limited budgets/resources. The Bookstore also gives discounts on certain purchases. For more information please see the UCCS Bookstore Manager.

**Sponsorships**
Corporate sponsorships are a valuable fundraising source. Written proposals should be professional and well thought out before requesting funds from a sponsor. Finding a corporation willing to give money or product to help in the success of a club can often be a frustrating and time consuming endeavor. But once accomplished, sponsorships are invaluable in helping clubs reach their goals. Due to CU funding procedures, any possible sponsorship’s must be discussed with the Campus Recreation Department prior to solicitation of said sponsorship. It is possible for financial contributions to be tax deductible.

If the sponsorship requires using a corporate logo on a jersey or T-shirt, you should receive a letter from the corporation or organization stating that it gives your team permission for the logo to be used. Alcohol and tobacco sponsors are not allowed.

**Travel**

**Travel Guidelines**
Teams are responsible for their own transportation to and from club activities, which include bridge tolls, parking fees, moving violation fees, and costs for car repairs. A “Travel Itinerary” and “Travel Roster” Form must be filled out prior to any club sports travel. Disciplinary action will occur if forms are not submitted on time.

*If a team travels without approval, the team will automatically be prohibited from its next travel date.*

First Aid Kits and Safety Binders must be with teams at all times. The Safety Officer is responsible for these items at all times. If the Safety Officer is not present, one person will be designated to take over the responsibilities.

Additional Requirements for Travel:
- All drivers and passengers must have a Waiver and Assumption of Risk form on file at the Rec Center.
• Drivers must be at minimum 18 years of age
• All drivers and passengers must wear seat belts
• For longer trips (more than 4 hours) drivers must rotate drivers every 4 hours
• No more than 8 hours of driving can be completed in one day
• Driving between Midnight and 5am is prohibited
• Alcohol and Drugs are not allowed in any vehicle traveling for Club Sports
• Observe all traffic rules and regulations
• Drive carefully, courteously, and cautiously
• Plan ahead, check the forecast, have a map and directions to the destination in every vehicle
• Club Sports encourages drivers to pull over to use cell phones or eat
• Research the rental agency you intend to contract with to ensure that they meet the proper requirements

In case of an accident, the following procedures must be followed:

• STOP IMMEDIATELY - Notify Police Agency
• Take steps to prevent another accident at the scene
• Call 9-1-1 if necessary
• Get the name, address, car, and insurance information of any other vehicle operators involved
• Get name and address of each witness
• Secure all information needed on the Injury Report Form
• If the vehicle is unsafe to operate, have it towed to the nearest garage after the police have completed their report
• Do not discuss the accident with anyone except the police officer and the Club Sports Coordinator. The owner of the vehicle is responsible for any costs incurred
• Notify the Club Sports Coordinator

Public Relations

Use of “UCCS” Name
As a recognized UCCS Student Organization Club Sports teams are granted the right to use the name "University of Colorado - Colorado Springs" or “UCCS” in describing their organization. However, club teams must get all marketing, merchandise, uniforms and any other products using UCCS’s name, approved by the Club Sports Coordinator. Club Sports must themselves understand and make it clear in their representation to third parties that they speak only for their team/players, not the University. Club Sports teams are not agents of University of Colorado - Colorado Springs. Please check with the Universities Mass Communication policy in order to utilize the UCCS image in publications, uniforms, etc. (http://www.uccs.edu/~marcomm/logos.htm)
Publicity
Each club should assign someone to track data/statistics of competitions. This information should be included in the Competition Reports and should be reported on a weekly basis. The Club Sports Coordinator will then communicate accurate statistics and highlight information to various University Departments. The Club Sports Coordinator should be promptly informed of any schedule changes so the most up-to-date schedule can be published and correct information can be given about competitions.

Promotion
As the Club Sports Program becomes larger and more noticeable on campus, it is extremely important that all promotion and publicity is professional. All postings must be created using a computer or other form of professional media. Team funding from the Club Sports Program can be used to create professional publications. The Office of Student Activities (OSA) can also act as a great resource to help clubs promote and advertise. OSA is plugged into the UCCS community and campus and offers a wide variety of services and even has a budget to help!! They can help “co-sponsor” activities. Other opportunities for marketing are the UCCS Calendar of Events, Boomer News, Commode Chronicles, PowerPoint slides at the University Center, and The Scribe Newspaper.

Posting
Before posting anything on campus, it must be approved and stamped by the University Center Front Desk. Please include all relevant contact information. All publicity, advertising, or tickets should accurately represent the event, must be in good taste (as determined by the Club Sports Coordinator and the appropriate scheduling office), and be approved 30 days in advance of the event date. Publicity may not be sponsored by, or make any reference to, alcohol or tobacco products, nor may it allude in any way to illicit/illegal substances. Discovery of such advertising will result in the cancellation of the event. Use of unauthorized/unapproved advertising (including internet websites) will result in cancellation of the event.

Posting is prohibited anywhere on campus except authorized kiosks, bulletin boards and other designated indoor areas. If the promotion or posting guidelines are not followed, a team will be brought in front of the Club Sports Coordinator for disciplinary action. Additionally, clubs may face other University sanctions for repeat offenses, flagrant offenses, and blatant disregard for regulations. These sanctions may include fines.

Items to keep in mind when posting:

- All Materials must be approved by the Club Sports Coordinator
- Any posting needs additional approval from the UC Front Desk (must be stamped)
- Chalking must follow UC chalking policy and must be approved first
- Your club’s name and contact information must be clearly identified on any posted or distributed material.
- Materials must be removed within 48 hours after the event has occurred.