Policies and procedures governing Club Sports participation set forth by the Club Sport Association and UCCS Campus Recreation
Updated: 8/14/13
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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.

Mission of UCCS Club Sports Program
The UCCS Club Sports Program offer students with a passion for a particular sport the opportunity to learn more about the sport, develop additional skills while practicing or playing the sport, build character, and establish lasting friendships. These student-run organizations, all competitive by nature, emphasize leadership and education through the sports it offers. UCCS Club Sports often travel and host games and events in collaboration with other colleges and universities.

Club Sports Definition
Club Sports fills the void between intramural sports activities and intercollegiate athletics. Any student club whose goals and purpose focus on participation in competitive sport activities may be considered for membership into the Club Sport Association. The leadership and dedication of the team officers determines the success and stability of the club. 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. Upon successful registration with the Student Life and Leadership office, club officers must meet with the Campus Recreation Club Sports Coordinator, Mallory Price at 715-255-7513 or mprice@uccs.edu to discuss adherence to eligibility criteria and confirm official Club Sport Association membership.
Club Sports Criteria
Each new Club Sports team must be both a registered club through the office of Student Life and Leadership. If the Club Sports team meets each requirement below to the satisfaction of the Club Sports Coordinator, the team may achieve membership into the Club Sport Association.

To be considered a part of the Club Sport Association, 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 3 officers (President, Vice 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 work towards becoming “recognized” with the Student Life and Leadership 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 monthly and annual budget worksheets
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 by the Club Sports Association to retain status; no club is guaranteed permanent status.

Important Contacts
Daniel Bowan, Manager of Club Sports, (719) 255-3429, dbowan@uccs.edu
Mallory Price, Club Sports Coordinator, (719) 255-7513, mprice@uccs.edu
Casi Frazier, Campus Recreation Administrative Assistant, (719) 255-7511, pfrazier@uccs.edu
Sabrina Wienholtz, Student Life, (719) 255-3632, swienhol@uccs.edu
Jamie Duvall, University Risk Manager, (719) 255-3525, james.duvall@cu.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. Mallory Price, Club Sports Coordinator W: (719) 255-7513 C: (517) 420-7391
3. Daniel Bowan, Manager of Club Sports, W: (719) 255-3429
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 the Club Sport Association (CSA), Club Sports Advisory Board (CSB) and 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 Office of Student Life and Leadership 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 a student employee position that supports the Club Sports Coordinator in a wide variety of roles. This position assists at home matches, games and tournaments. This includes: assist with administrative duties, playing surface preparation, first aid/CPR/AED, filling out accident or incident reports, etc.

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 the head officer of each club. The President is in charge of oversight of every other officer on the team executive board. The President is also in charge of making sure the club is in compliance with Club Sport Association requirements as well as UCCS policies and procedures. The President must also ensure that all students participating in any Club Sports activity are on the roster and have completed all the required forms on imleagues.com.

Vice President:
The Vice President will assist the President in all administrative duties. The Vice President will fill in at all practices, games, events, and meetings in the absence of the President.

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 each month as well as an Annual Budget Projection at the end of each Spring Semester.
Safety Officer:
The Safety Officer must be First Aid, CPR and AED 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. Maintain Club IMLeagues website and keep record of members and forms completed.
3. Coordinate all club activities with the Club Sports Office.
4. Register the club with the Office of Student Life and Leadership and the Club Sports Office.
5. Attend all mandatory Club Sport Association meetings and any other meetings scheduled by the Club Sports Coordinator.
6. Check the club’s mailboxes regularly located in the Recreation Center.
8. 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 Accident Report Form within 24 hours.)
9. Submit all required forms on time.
10. Maintain complete inventory records of all club equipment and uniforms.
11. Enforce the club’s constitution.
12. Train the elected officers for the next year.
13. 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 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 registration process with the Student Life and Leadership office. Registration information is available online through Mountain Lion Connect and can be found at: http://www.uccs.edu/~sll/.

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 through Mountain Lion Connect and can be found at: http://www.uccs.edu/~sll/.

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 visit imleagues.com to join a Club Sports team. Please review the following checklists for requirements:

In order to properly organize the Club Sports program we have set up a web based registration and entry procedures through www.imleagues.com. Join all club sports via web. Detailed information and sport specifics can also be found at www.uccs/campusrec. Navigate to the Club Sports page from there.

The Club Sports Program exclusively uses the online-based, user friendly IMLEAGUES for registration, scheduling and communication. All you need to start the registration process is your UCCS ID, so get started at:

www.imleagues.com

Each Club Sport member and officer must create an account on IMLEAGUES at www.imleagues.com

Create an IMLEAGUES account

• Visit www.imleagues.com/UCCS/Registration to set up your new account
• As an alternate option, click on “create account with Facebook”. In this case, an UCCS e-mail account must be associated with the Facebook account
• If utilizing the first option, complete the requested information, entering your UCCS e-mail address
• Complete the process by clicking on “submit”
• An activation e-mail will be sent to your UCCS e-mail address. Click on the link within the e-mail to log in and activate your IMLEAGUES account

Sign up for a Club Sport

• Log into your IMLEAGUES account
• Click on the “player sign up” option at the top right corner of the page
• Click on “join team” at the top right of the user home page
• You will see an option for “intramurals” or “clubs”. Select “clubs”
• Choose the Club Sport you wish to join
• Choose the team you wish to join

For any questions or comments related to the Club Sports program, please contact sports@uccs.edu.
Participant Checklist
Upon joining the club on IMLEAGUES you must complete the online required forms. You must complete the following required forms:

- One completed and signed Waiver
- One completed and signed Travel Acceptance
- One completed and signed Athlete Code of Conduct Form

All the required officer forms are located at www.im leagues.com/uccs. To access forms:

- Log into your IMLEAGUES account
- Your name and photo is visible on the right of your home page. Below your name is a link “locker”
- Click on “locker”
- Click on “my forms”. A list of Club Sport forms will appear
- Carefully read instructions and complete required forms

Additional information for officers is available in the Club Sports Handbook, link provided to the left of this page.

Communication
It is essential that Club Sports teams maintain open communication with the Club Sports Coordinator. Communication is conducted through Monday Weekly Reports, and bi-weekly 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

Weekly Report Form
It is essential that Club Sports teams maintain open communication with the Club Sports Coordinator. 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 Weekly Report of the past week’s competitions and/or events. This report Weekly Report Form should be completed on IMLEAGUES and submitted electronically.

One-On-One’s
Once every two weeks, the club President must schedule a one-on-one with the Club Sports Coordinator. This should bi-weekly meeting time should be scheduled at the beginning of the Fall and 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, plans for fundraisers, etc.
Mandatory Meetings
Attendance at Club Sport Association 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 Club and Organization
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:

1. Be responsible for themselves and team members and act as mature adults
2. Lose with respect for those who win; win with dignity toward those who lose
3. Demonstrate respect towards teammates, coaches, advisors and others within the Club
   Sports Program
4. Comply with all Club Sports polices and University regulations as well as maintain full
   responsibility to abide by all local, state, and federal laws
5. Comply with requests from the Club Sports Coordinator or University Official
6. Show respect for University facilities and other facilities during travel
7. Demonstrate honesty and cooperation with University personnel during difficult
   situations
8. Show respect for your own and others athletic equipment
9. Behaviors that may result in disciplinary action includes, but is not limited to:
   10. Formal written or verbal complaints of any sort regarding individual members and/or
       team behavior
11. Damage to University property (including equipment) or property during travel
12. Any participants practicing or competing without being approved by the Club Sports
    Coordinator (this includes ANY off-season or summer activities)
13. Missed attendance at required meetings, conferences, or retreats
14. Poor communication with the Club Sports Coordinator (failure to provide weekly team
    reports, late or incomplete competition approval forms (on or off season))
15. Failure to call and cancel a scheduled competition with another team
16. Any act or intent to participate in hazing
Academic Honor Code
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 Honor Code located at http://www.uccs.edu/history/research/uccs-policies-on-academic-honesty-and-civility/uccs-academic-honor-code.html

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 or seek shelter 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. All visiting team members/participants must sign a Visiting Team Release and Waiver Form found on IMLEAGUES. Once each participant has sign the Visiting Team Release and Waiver Form they are cleared for participation at a home UCCS Club Sport Event. University 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 along with a fully stocked first aid kit. The Safety Officer is responsible for making sure
that the first aid kit is at each practice and game. They are also responsible for making sure that the kit is fully stocked before each practice or game and notify the Club Sport Coordinator immediately if additional supplies or stock items are needed. At the end of the semester the Safety Officer must check-in the first aid kit. The entire team will be fined $50.00 for the loss of the first aid kit or safety binder.

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 Sport Advisory Board (CSB) 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 Advisory Board.

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 Sport Association, 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 Advisory Board. If an individual becomes eliminated from the Club Sports Association, 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.

**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 at sports@uccs.edu 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 and Mountain Lion Stadium Contact:

Mallory Price, mprice@uccs.edu, (719) 255-7513

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 Recreation Center and the Office of Student Life and Leadership.
- 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.
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 Weekly 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.

Travel
Teams represent the University at competitions, events, and when traveling. Team participants are responsible for their own behavior. 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 Sport Advisory Board along with 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 by the Club Sport Advisory Board and could result in loss of travel, suspension of individual members, and probation of the entire Club Sports team or other sanctions.

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 and can be found on the IMLEAGUES website. 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/Assumption of Risk, Athlete Code of Conduct and Travel Acceptance form on file through IMLEAGUES.
• 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

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 from the Student Government Association and Campus Recreation through the Need Based budget and ACP program.

Budget
Each Club Sport Organization must create a detailed budget for the entire year. A budget template will be provided in the beginning of the Fall Semester and must be kept up through both Fall and Spring semesters. The President and Treasurer of each Club Sport will set up a
Budget Meeting with the Coordinator of Club Sports each month to review the ongoing club budget. An Annual Budget Projection must be submitted each May by the budget submittal deadline that will use estimated revenue generation amounts and standard expense amounts.

Each Club Sport is given their own Student Organization financial account administered through Campus Recreation. All monies collected through the mandatory collection of member dues MUST be deposited in this account. There is no minimum requirement for club dues. Additionally, any funding received from Student Fees through the Need Based budget and the ACP program will be directly deposited into this account.

**Student Fee Funding (SGA and Campus Recreation)**

The Department of Campus Recreation and the Student Government Association will annually allocate a pre-determined amount of money into the Club Sports Administrative Budget to be utilized by individual clubs.

Once the budget process is completed, these funds will be deposited into the individual club accounts. Eighty percent (80%) of these funds are split between the various clubs in accordance to the procedures outlined in the Administrative Compliance Points (ACP) Program. Ten percent (10%) will be allocated to the Club Sports Advisory Board (CSB) for Excellence Funding, program development and marketing. Ten percent (10%) will be allocated to the Club Sports Association General Fund for administrative costs.

The Club Sports Advisory Board (CSB) reserves the right to make minor adjustments if a club has an active disciplinary report, has not followed set criteria, or has mismanaged funds. Student Fee Funding should not be your main source of funding but it is an important component of your team’s fiscal plan. It is very important that you understand this process.

Before funds are deposited into club accounts, clubs must complete the following items:

1. The President, Vice-President, Treasurer, and Safety Officer must attend an officer training session (spring of the previous year, or fall of the current year).
2. Two club members must attend the Fall General Session Meeting.
3. A “needs based” funding meeting with the Coordinator of Club Sports must also be completed by the President and treasurer.

The CSB and the Coordinator of Club Sports may freeze, make expenditures or re-allocate Student Fee funds in case of disciplinary problems or misappropriation. Under these unfortunate circumstances, the club will be informed and given the opportunity to address the council. The appeal process is discussed under the Discipline section of this manual.

The Coordinator of Club Sports may also authorize payment, when necessary, on delinquent accounts that an individual club has left unattended. Consistently delinquent accounts reflect poorly on both the individual club and the total program. They are cause for disciplinary action due to the inability to manage funds properly.
Excellence and Developmental Funding (EDF)

EXCELLENCE FUNDING: A portion of each year’s allocation for Club Sports is set aside to reward teams who have performed at an outstanding level and have the opportunity to represent Ohio University in regional or national competition. This fund, called “Excellence Funding,” is managed by the Club Sports Advisory Board and can be disbursed at any time during the school year to deserving teams.

DEVELOPMENTAL FUNDING: Developmental funding, also managed by the Club Sports Advisory Board, is defined as money given to teams that are in their introductory period, starting a new initiative (Special event, community service event, etc.) or attempting to rebuild an aspect of their club.

Requesting Funds

The amount of money allocated for Excellence and Developmental Funding is limited, and clubs are encouraged to prepare throughout the year for such fiscal restrictions and understand this additional funding opportunity cannot fully fund these trips, events, or special needs, but it can act as a reasonable augmentation. Excellence and Developmental Funding is not guaranteed to any Club and depends on availability and ability to show need.

Club Sports Excellence Funding is allocated based primarily on availability and need. Several requirements have been set for requesting the Excellence or Developmental Funding. Requests must be made to the Club Spots office by the stated deadline each semester.

1. Each team must submit a one-page typed proposal to the CSB prior to the EDF Deadline posted in this manual. This proposal shall include:
   a. A description of the event and participants
   b. The history (if any) of the club in this or similar competitions
   c. A summary of fundraising activities to date (Teams that have not collected dues and attempted fundraisers during the academic year will not be eligible)
   d. A summary of community service events to date
   e. The benefit and need for the additional funding to the UCCS and Club Sports

2. Prepare and conduct a 20-minute presentation to the CSB. This presentation should demonstrate:
   a. The history (if any) of the club in this or similar competitions.
   b. The benefits and need for the additional funding to UCCS and Club Sports
   c. An organized presentation outlining the request and need for funds.
   d. Sound fiscal planning, especially in the area of fundraising

3. No more than one request for EDF per team may be honored per academic year.
4. The club may not be on disciplinary probation or suspension at the time of this request.

Fundraising and Sponsorships

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 set up a meeting with the Coordinator of Club Sports to discuss concession procedures and solicit approval.

**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.
Administrative Compliance Program (ACP)
Club Sports Funding is distributed to the Club Sports Association member clubs according to each individual club’s fulfillment of the Administrative Compliance Program (ACP) requirements. Points will be awarded to teams as outlined in the ACP.

Forty-five percent (45%) of the Annual Club Sports Allocation Funds will be distributed in accordance with the ACP. The total dollars available for allocation will be divided by the cumulative number of points earned by all clubs throughout the academic year. This method will determine a dollar value to be assigned to each point. Each team’s earned points will then be multiplied by this value to determine the funding to be allocated to each team upon completion of all Officer training sessions.

Ten percent (10%) of the allocated funds will be available based on the fundraising efforts of the individual clubs. At the conclusion of the academic year, a team’s fundraising total will be divided by the total number of active club members to give each club a per member amount. Each clubs’ per member amount will be totaled, and each individual club’s per member amount will be converted into a percentage of all clubs’ per member total. That percentage will be multiplied by the available monies to give each team their fundraising point amount.

In order for a club to receive points for a fundraiser they must complete the following:

1. Register the fundraising activity and obtain approval in the Club Sports office no later than 5 business days prior to the start of the fundraiser
2. Results of the fundraiser must be reported to the Club sports office within 5 business days of the conclusion of the event.

The remaining forty-five percent (45%) of the Annual Club Sports Allocation Funds will be distributed to teams based on “need” as reflected in the projected annual budgets they will create with the Coordinator of Club Sport. This will be calculated as a percentage of the total budget for all clubs based on their projected “need” for the current year. Any club who fails to meet with Club Sports Administration by the announced deadline to create their budget will forfeit their opportunity to receive funding from this method.

Officer Training
President, Vice-President, Treasure and Safety Officer training sessions.

1. Every competitive club is required to have an elected President, Vice President, and Treasurer for their club. Each club must also have two Safety Officers. Each Officer position must be held by a different club member, not including the Safety Officers.
2. Every instructional club is required to have an elected President and Treasurer along with one Safety Officer for their club. Each Officer position must be held by a different club member.
3. There will be a training session for all of these position at the beginning of the Fall semester (refer to the CS Important Dates for exact dates.)
4. Attendance at all training sessions or the training make-up sessions is required in order for a club team to receive Club Sports Funding.
5. In the event that neither the training or make-up meeting can be attended, a one-on-one meeting must be scheduled with the Coordinator of Club Sports by the end of the 4th week of the Fall Semester in order to receive the funding that has been allocated to them by Club sports
   a. Points will not be allocated to any club that must schedule a one-on-one meeting.
   b. Failure to have all Training Sessions completed by the end of the 4th week of Fall Semester will result in the Club forfeiting 50% of their Club Sport Funding allocation.

POINT BREAKDOWN:

President's attendance at Training – 15 Points
Vice President attendance at Training – 15 Points
Treasurer's attendance at Training – 15 Points
Safety Officer attendance at Training – 15 Points

Meeting attendance
There will be a Club Sports Association General Meeting held monthly during the academic year and can be attended by any two representatives from the club. It is mandatory that at minimum two representatives from each club attend the CSA General Meeting. Points will be awarded according to how many meetings are attended by the club.

POINT BREAKDOWN:

Attendance at all Meetings: 30 points
Attendance at 3 Meetings: 20 points
Attendance at 2 Meetings: 10 points

Documentation
Throughout the year, the Club Sports office requires that all clubs complete and turn in a number of forms and reports. The deadlines for these forms are outlined on the CS Important Date sheet. These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available on the club portion of the IMLEAGUES website (imleagues.com/uccs) and also in paper form in the Club Sports office.

Points will be awarded for completing the following documentation by the deadline:

1. CPR/FA/AED Certification
   a. Copies of CPR/AED and First Aid Certification Cards must be submitted for the Safety Officer and alternate Safety Officer before the deadline.
   b. If a club fails to turn in the form by the deadline a hold will be placed on the club’s account until the form is received. No points will be awarded to the club.
   c. POINTS BREAKDOWN:
i. Fall Semester – **15 Points**
ii. Spring Semester – **7 Points**

2. **Club Sports Re-Registration Process with the Department of Student Life and Leadership**
   a. Required forms to be turned in to the Department of Student Life and Leadership at the beginning of the fall semester.
   b. Attend club orientation session by the date required of Student Life and Leadership.
   c. If the club fails to turn in the forms and attend club orientation by the deadline, a hold will be placed on the club’s account until the form is received. No points will be awarded to the club.
   d. POINT BREAKDOWN:
      i. Fall Semester – **7 Points**

3. **Event/Practice Schedule**
   a. An Event/Practice schedule is required for Fall and Spring semesters. If your club does not have an event/practice scheduled for a semester you are still required to document that on the form.
   b. To be turned in electronically on [www.imleagues.com/uccs](http://www.imleagues.com/uccs) or in Club Sports office.
   c. If the club fails to turn in the forms, a hold will be placed on the club’s account until the form is received. No points will be awarded to the club.
   d. POINTS BREAKDOWN:
      i. Fall Semester: **10 Points**
      ii. Spring Semester: **10 Points**

4. **End of the Semester/End of the Year Reports**
   a. An EOS report is required for Fall semester and an EOY report is required for Spring Semester.
   b. To be turned in electronically on [www.imleagues.com/uccs](http://www.imleagues.com/uccs) or in Club Sports office.
   c. If the club fails to turn in the forms, a hold will be placed on the club’s account until the form is received. No points will be awarded to the club.
   d. POINTS BREAKDOWN:
      i. Fall Semester: **10 Points**
      ii. Spring Semester: **10 Points**

5. **Treasurer Report**
   a. A Treasurer Monthly Budget Report is required for Fall and Spring semesters.
   b. To be turned in during the monthly Treasurer meeting with the Club Sports Coordinator.
   c. If the club fails to turn in the Monthly Budget Report forms, a hold will be placed on the club’s account until the form is received. No points will be awarded to the club.
   d. POINTS BREAKDOWN:
      i. Fall Semester: **10 Points**
      ii. Spring Semester: **10 Points**
Travel Roster/ Travel Itinerary
Club Sports teams travel very frequently for competitions. It is extremely important for risk management, liability, and record keeping purposes that the Club Sports office is aware of every instance that a Club Team or a member of a Club Team travels for a club related function.

1. A Travel Itinerary must be completed one week in advance of planned travel (Monday by 3pm for weekend travel is final deadline).
   a. To be turned in electronically on www.imleagues.com/uccs or in Club Sports office.
   b. All traveling members must have completed an online waiver, athlete code of conduct and travel acceptance form.

2. A Travel Roster must be completed prior to travel departure.
   a. To be turned in electronically on www.imleagues.com/uccs or in Club Sports office.
   b. All traveling members must have completed an online waiver, athlete code of conduct and travel acceptance form.

3. If a club fails to submit a completed Travel Roster and Travel Itinerary Form, a hold will be placed on that club’s account and they will not be able to receive reimbursement for expenses incurred during that trip. Failure to submit a completed Travel Roster/Travel Itinerary may result in disciplinary action.

4. ONLY Travel Rosters and Travel Itineraries that are turned in on time, and that include all trip details will be considered complete as it relates to both ACP Points and compliance.

POINTS BREAKDOWN:

Each Travel Roster completed and in on time: 5 points

Each Travel Itinerary completed and in on time: 5 points

Weekly Report Form
Club Sports teams are expected to fill out a Weekly Report form to update the Club Sports Program and Club Sports Association on club happenings. This includes updates on games/events played, with detailed outcomes, along with fundraising and community services plans or updates and practice/meeting updates. This Weekly Report will be used by the Coordinator of Club Sports to update the Department of Campus Recreation with club happenings.

   a. All form fields must be completed with as much detail and description as possible.

2. ONLY Weekly Report Forms that are turned in on time, and that have all required fields filled out with details will be considered complete as it relates to both ACP Points and compliance.
POINTS BREAKDOWN:

Each Weekly Report completed and in on time: **10 points**

**Discipline**

As students of UCCS, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. A more detailed description of disciplinary actions and consequences is listed in the Discipline section of this handbook. Please refer to the manual for further information. Points will be awarded to those clubs that have no disciplinary violations.

POINTS BREAKDOWN:

No disciplinary violations: **25 Points**

One or more disciplinary violations: **0 Points**

**Special Events and Community Service**

The Club Sports Program encourages clubs to become involved in hosting Special events and to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. Special events such as hosting a Regional or National tournament will provide the club member with experience in organizing events, sponsorship, marketing, leadership, time management and many more skills.

Involvement in community service projects helps to create a positive image of your club and the Club Sports Program. Registration forms for special events and community service projects that a club is organizing or involved in are available online on [www.imleagues.com/uccs](http://www.imleagues.com/uccs) under the club sports forms section.

In order for a club to receive points/credit for the activity:

1. Register the Special Event or Community Service activity by completing the online form under club sports forms on [www.imleagues.com/uccs](http://www.imleagues.com/uccs) prior to the start of the event.
2. Results of the event must be reported within 1 week of the conclusion of the event. Event follow up forms are located on [www.imleagues.com/uccs](http://www.imleagues.com/uccs) under the club sports forms section. As a guideline for Community Service activities, at least one-quarter of the team members must participate in order to receive points.
3. The Club Sports Office must verify the event, and the amount of time each club member spent at the event.

A Special Event will be defined as an activity that is primarily planned and organized by a UCCS organization. This event will be something that is not typically considered a regular function of the Club or similar clubs and is fairly large in scope. An event may be considered for Only One of the following: Fundraiser or Special Event or Community Service. The Coordinator and Manager will ultimately decide if an event fits into any of the classifications.

POINTS BREAKDOWN:
Special Event: **20 Points (Up to max of 60 Points per year)**

A Community Service Event will be defined as an activity in which at least one-quarter of the team members on the official roster participate. The main goal of participating in the event will be to serve a community or philanthropic group. The Club itself shall not receive any personal benefits for its involvement in the activity; this decision will be up to the discretion of the Club Sports Administration.

**POINTS BREAKDOWN:**

Community Service: **20 Points (Up to a max of 40 Points per year)**

**Game Day Responsibilities**

On the day of a home event, the Club must have one member of the club communicate with the Supervisor/CR Staff Member covering the event regarding the status of the game (i.e. cancellations, time changes, etc.). This must be done at least two hours prior to the scheduled competition time. This game-day contact must be done for all home events to receive any ACP points.

**POINTS BREAKDOWN:**

For the first home event: **10 Points**

For each additional home event: **2 Points (up to a max of 20 Points per year)**

All information found in this manual is subject to change at the discretion of the Campus Recreation Department & Staff. To find the most up-to-date information regarding Club Sport policies, please consult the Campus Recreation website:

www.uccs.edu/campusrec