Operating Procedures governing Club Sports participation set forth by the Club Sport Association and UCCS Campus Recreation
Updated: 6/23/16
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INTRODUCTION
Welcome to The University of Colorado Colorado Springs Club Sports Program! This manual has been prepared to assist students with the administration of their clubs. Additionally, this is a supplement to all University of Colorado Colorado Springs policies and procedures as outlined for student organizations. The success of the Club Sports team depends on every club officer, athlete, 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 offers 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 purposes focus on participation in competitive sport activities and who meet the criteria listed in this manual 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 University and league organization rules, regulations, policies, and procedures. Upon successful registration with the Student Life and Leadership Office, club officers must meet with the Campus Recreation Manager of Competitive Sports, Mallory Barger at 715-255-7513 or mbarger@uccs.edu to discuss adherence to eligibility criteria and confirm official Club Sport Association membership.

CLUB SPORTS CRITERIA
Each new Club Sport must be a registered club through the office of Student Life and Leadership. In addition to registering with Student Life and Leadership, club sports must meet requirements set forth by the Campus Recreation and the Club Sports Association. If the Club Sports team meets each requirement below to the satisfaction of the Manager of Competitive Sports 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. All active club members are UCCS students
2. Maintains 10 active student members
3. Registered with a National Governing Body and/or League
4. Includes some form of competition and availability of adequate competition (tournaments, matches, etc.)
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. Register and become recognized with the Student Life and Leadership Office within 2 years of becoming a club
7. Physically active or athletic in nature
8. Certify 2 club members in CPR & First Aid
9. Demonstrate financial stability and submit monthly and annual budget worksheets
10. Adhere to all University of Colorado at Colorado Springs policies and procedures
11. Approval by the Manager of Competitive Sports
12. Approval by the Club Sports Association by a majority vote

*Clubs Sport membership 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**
Mallory Barger, Manager of Competitive Sports, (719) 255-7513, mbarger@uccs.edu
Nicole Brashears, Certified Athletic Trainer, 714-980-0729, nbrashea@uccs.edu
Ben Fetter, Certified Athletic Trainer, 719-393-5893, bgetter@uccs.edu
Casi Frazier, Campus Recreation Administrative Assistant, (719) 255-7511, pfrazier@uccs.edu
Annette Biggs, Associate Director of Programs, (719) 255-7519, abiggs@uccs.edu
Jamie Duvall, University Risk Manager, (719) 255-3525, jami.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 Barger, Manager of Competitive Sports W: (719) 255-7513 C: (517) 420-7391
3. Annette Biggs, Associate Director of Programs W: (719) 255-7519

**ROLES & RESPONSIBILITIES**
**Manager of Competitive Sports**
The Manager of Competitive Sports 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 manager provides administrative leadership, financial oversight, and encouragement to club sports. A close link is maintained between the personnel of the Department of Campus Recreation and the Office of Student Life and Leadership to provide assistance to student organizations. The Manager of Competitive Sports can be present at team events and at practices to show support and to orientate officers, coaches, and advisors to the program operating procedures. The coordinator provides oversight and guidance to Club Sport participants and works to provide a safe and welcoming environment.

**Competitive Sports Program Assistant**
The Competitive Sports Program Assistant is a student employee position that supports the Manager of Competitive Sports and Club Sport teams in a wide variety of roles. This position acts as a liaison between the clubs and Campus Recreation, providing guidance and administrative assistance to Club Sport teams. Additionally 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, and other forms as necessary.

**Competitive Sport Supervisor**
The Competitive Sport supervisor is a student employee position that supports the Manager of Competitive Sports and Program Assistant in a wide variety of roles. This position assists with game day operations at home matches, games tournaments and special events. This includes:
assist with administrative duties, playing surface preparation, first aid/CPR/AED, filling out accident or incident reports and other forms as necessary.

**Club Sports Association (CSA)**
The Club Sports Association is a collective group of UCCS students who participate and hold membership in the Club Sports Program. This includes club athletes, officers, coaches and any other authorized full member of a club sports team. (See Joining a Club Sport Team for information on how to obtain full membership on a club sports team). The overall purpose of the CSA is to enhance student education by offering recreational activities that foster positive development of leadership, teamwork, communication, collaboration, competition, time management skill, and community and environmental interaction in order to prepare members for life after college. CSA is open to all UCCS undergraduate and graduate students who fulfill all requirements for full membership. For the complete Club Sports Association Constitution please see Appendix C.

**Club Sports Board (CSB)**
Campus Recreation hopes in the future to establish the CSB. The CSB would potentially assist in coordinating the activities and administration of the Club Sports Association. It is the hope of Campus Recreation that the CSB be empowered to represent the collective interest of the Club Sports Association athletes at UCCS. The CSB works to promote the CSA and assist in the review and establishment of operating procedures for CSA.

**Club Officers**
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. At a minimum, following 4 positions are required:

- **President**
The President is the head officer of each club. The President is responsible for 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 Mountain Lion Connect.

- **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 is responsible for submitting 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 will also be given a Team First Aid travel kit, and the Safety Binder including the team’s emergency contact list and a copy of the Safety Officer Handbook. These items must be checked in and out of the Club Sports Office at the beginning and end of the academic semester. Monthly checks
will be scheduled to replenish or restock any needed first aid supplies. Any lost or damaged Safety Officer supplies will be punishable as a major disciplinary offense. 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 Manager of Competitive Sports is available for consultation in regards to officer duties.

**Duties of Each Position:**

1. Read, become familiar with, enforce, and relate all operating procedures and guidelines within this manual to all club members.
2. Maintain Club Mountain Lion Connect 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 Manager of Competitive Sports.
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 Manager of Competitive Sports 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.

**Additional Positions:**

*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 Manager of Competitive Sports 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 Manager of Competitive Sports 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.

OPERATING PROCEDURES & 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/. These documents include the student organization registration form and application for recognition form. All new student groups must attend a club orientation. Upon successful registration with the Student Life and Leadership office, club officers must meet with the Campus Recreation Manager of Competitive Sports, Mallory Barger at 715-255-7513 or mbarger@uccs.edu to discuss adherence to eligibility criteria and confirm official Club Sport Association membership.

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 currently registered UCCS students. Visit the Club Sports Office to find out more information about a particular sport or visit Mountain Lion Connect 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 Mountain Lion Connect. All UCCS student organizations are managed through this platform. 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 Mountain Lion Connect for registration, scheduling and communication. All you need to start the registration process is your UCCS ID, so get started at https://orgsync.com/login/university-of-colorado-colorado-springs. For any questions or comments related to the Club Sports program, please contact sports@uccs.edu.

Participant Checklist
Upon joining the club on Mountain Lion Connect you must complete the online required forms and documentation to verify eligibility as a club sport athlete and obtain full member status. You must complete the following required forms/documents:

1. Completed and signed Club Sport Participation Waiver
2. Club Sport athlete physical examination and medical clearance form completed and signed by the Student Health Center or an authorized outside physician. Once a physician completes the form, the club athlete must return the physical exam form and
medical clearance form to the club sports office. The physical will be kept on record at the Student Health Center and the medical clearance form will be kept in the club sports office in the athlete’s folder.

3. Complete a baseline concussion test with the Club Sports Athletic Trainer (if required by club sport tier ranking)

All the required officer and participation forms are located on Mountain Lion connect under the forms section. To access forms:

1. Log into Mountain Lion Connect with UCCS username and password.
2. Search for club you are participating in
3. Click on “Forms” tab on the top of the page under the portal title
4. Complete necessary forms
5. All Club Sports forms are specified with “Club Sport Specific” in a red block following the form title.

COMMUNICATION

It is essential that Club Sports teams maintain open communication with the Manager of Competitive Sports and the Club Sports Program Assistant. 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 mandatory that Club Sports teams maintain open communication with the Manager of Competitive Sports and the Club Sports Program Assistant. Every Monday during the season of play (or the following day if it is a holiday), one officer must check-in with the Manager of Competitive Sports or Club Sports Program Assistant by 5PM. An officer should provide the Manager of Competitive Sports with a Weekly Report of the past week’s competitions and/or events. This report Weekly Report Form should be completed on the Club Sports – Campus Recreation portal on Mountain Lion Connect and submitted electronically.

One-On-One’s

Once every two weeks, the club President must schedule a one-on-one with the Manager of Competitive Sports and/or Program Assistant. 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 Manager of Competitive Sports any goals, events, 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 the University of Colorado Colorado Springs.

It is the responsibility of each individual team member, advisor, and/or coach to understand the 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 Manager of Competitive Sports may result in disciplinary action, with the Manager of Competitive Sports.

Team members shall maintain contact and communication with the Manager of Competitive Sports:

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 procedures and University regulations as well as maintain full responsibility to abide by all local, state, and federal laws
5. Comply with requests from the Manager of Competitive Sports 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 Manager of Competitive Sports (this includes ANY off-season or summer activities)
   13. Missed attendance at required meetings, conferences, or retreats
   14. Poor communication with the Manager of Competitive Sports (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 athlete 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 in accordance with the DAP (Appendix A) and the Dean of Students, Student Code of Conduct.

On Campus, smoking is prohibited within 25 feet of all University of Colorado Colorado Springs building entrances, operable windows, and building intakes. Smoking is also prohibited where signs are posted. Signs shall be posted at building entrances and other designated non-smoking public areas and shall state that smoking is prohibited. This includes e-cigarettes as well as marijuana. Willful violation of this Campus Policy may subject any employee or student to corrective and/or disciplinary action.

For the detailed list of UCCS policies please visit: [http://www.uccs.edu/vcaf/policies/uccs-policies.html](http://www.uccs.edu/vcaf/policies/uccs-policies.html)

**INCLEMENT WEATHER/LIGHTNING SAFETY**

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.

**Lightning**

“When Thunder Roars, Go Indoors!”
“NO Place Outside Is Safe When Thunderstorms Are In The Area.”
“Half An Hour Since Thunder Roars, Now It’s Safe To Go Outdoors!”

**Weather Detection Equipment**

iStrike Remote Alarm System by AnythingWeather Communications, Inc. is located on the field level of the Alpine parking garage, and will be used in combination with Spark™ Lightning Alert system by WeatherBug operated through the WeatherBug mobile application.

In the event that neither of the monitoring systems mentioned above are not available the Flash-to-Bang method will be used as a last resort for lightning detection. To use the Flash-to-Bang method:

1. Count the seconds from the time lightning is sighted to when the clap of thunder is heard.
2. Divide this number by five (5) to obtain how far away in miles the lightning is occurring.
3. For example, if an individual counts 30 seconds between seeing the flash and hearing the bang, 30 divided by 5 equals 6; therefore, the lightning flash is approximately 6 miles away.
4. As a minimum, the NCAA and the National Severe Storms Laboratory (NSSL) strongly recommend that all individuals leave the athletic site and reach a safe location before the flash-to-bang method of 30 seconds (6 miles).

**Chain of Command**

For any circumstance in which inclement weather proposes a danger to spectators and/or student-athletes the following chain of command will be followed. The following, in order, will be responsible for determination of suspension and resumption of activity.

1. Club Sports Athletic Trainer
2. Event Supervisor/Field Supervisor  
3. Rec. Center Building Manager

Suspension/Resumption of Activity

According to the 2013 National Athletic Trainers Association’s (NATA) position statement on lightning safety, activity (games or practice) will be immediately suspended if:

1. Lightning is seen or thunder is heard; if thunder can be heard than lightning is close enough to be a hazard, and people should seek safe shelter immediately.
2. Lightning is recorded within 5 nautical miles (approx. 6 miles) of the event indicated by the iStrike Remote Alarm System or the Spark™ Lightning Alert system by WeatherBug.
   a. The club sport Athletic Trainer reserves the right to suspend play at any time they feel inclement weather poses a threat to the athletes or spectators, which includes lightning outside of the recommended 5 nautical mile radius instituted by the NATA.
3. Activity will remain suspended until 30 minutes after the last strike of lightning is at least 5 nmi away and after the last sound of thunder is heard. This 30-minute clock restarts for each lightning flash within 5 nmi or each time thunder is heard.

Shelter

1. Site Specific safe locations  
   - Alpine Field: Alpine field storage garage with all doors closed; restrooms with all doors fully closed; personal vehicles or team vans (as long as individuals remain out of contact with any metal on/in the vehicle)
   - 4 Diamonds: Personal Vehicles or teams vans
2. Unsafe locations include:  
   - Picnic, park, sun, bus, and rain nonmetal shelters and storage sheds.
   - Locations with open areas, such as tents, dugouts, refreshment stands, gazebos, screened porches, press boxes, and open garages are not safe from a lightning hazard.
   - Tall objects (eg, trees, poles and towers, and elevated areas) are potential lightning targets and should be avoided. Large bodies of water, including swimming pools, are unsafe areas.

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 Mountain Lion Connect. 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.

HAZING

Hazing is defined as any action taken or situation created which, regardless of location, intent, membership status, or consent of the participants.
Produce, 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; 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 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.

**CLUB SPORTS CODE OF CONDUCT**

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

**Discipline**

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

**Practice/ Game Cancellations**

All clubs that require Campus Recreation staff to be present at the club practice/game must in the event of a cancellation contact in the following order the Manager of Competitive Sports, other Club Sports team, Faculty/Staff Advisor, and the Facility Scheduling contact person no later than 9:00 a.m. the day of the practice/game or 9:00 a.m. Friday for practices or games occurring on Saturday or Sunday. All Clubs that require Athletic Training staff to be present, clubs that practice in pools, clubs that practice indoors and outdoors, or clubs that rent facility space/time will be held to the game cancellation procedures. The first offense will cost the club $50 with each subsequent offense doubling the amount of the fine.

**MEDICAL PROTOCOLS FOR PARTICIPATION**

**Introduction**

The UCCS Club Sports Participation Medical Protocols have been prepared to familiarize students with Club Sport’s medical operating procedures. Additionally, it is designed to serve as a guide for coaches, club athletes and the CSB in regards to club athlete healthcare. Club athlete safety depends on every club officer, participant, advisor and coach becoming familiar with the manual contents. All club sports athletes must be in accordance with University of Colorado Colorado Springs Club Sports Participation Medical Protocols in order to be eligible for play.

**Medical Protocol Definition**

The Club Sports Participation Medical Protocols are designed to generate awareness regarding potential health issues and impact on fitness to participate. They also ensure that either safety officers or athletic trainers will be present to assist club athletes at events until further care is able to be provided. **These protocols are in place to generate awareness and help mitigate the potential risk involved in athletic activity; they do not guarantee club athlete safety.**
While playing sports there are certain inherent risks assumed by club athletes. These protocols do NOT waive those risks.

**PARTICIPATION CRITERIA**

Each new Club Sport athlete must follow the required medical protocol criteria as well as complete administrative forms. If the Club Sport athlete meets each requirement to the satisfaction of the Manager of Competitive Sports and Club Sports Athletic Trainer, the individual may achieve membership into the Club Sport Association and be eligible for participation.

To be considered a part of any club sport, all club athletes must complete and follow the following Medical Protocol requirements:

1. Read, sign, and complete the Club Sports Participation Waiver form (Mountain Lion Connect – Club Sports “Forms”)
2. Provide Health Insurance Verification (Completed on the Club Sport Participation waiver)
3. Complete a Physical Examination (or annual health update form for returning athletes) and Medical Clearance form from a qualified health care provider and be approved for play (print from Mountain Lion Connect – Club Sports “Files”).
   a. New or first time club sport participants must complete a full pre-participation physical before participating in club sport activities.
   b. All returning club sport athletes are required to complete an annual health update form at the beginning of each season and return to the Club Sports office before being allowed to participate in club activities.
   c. If an athlete sustains an injury during that prior season, or indicates any changes in their annual health update form, they will be required to complete a new pre-participation physical exam in order to be cleared for participation in any Club Sport activity.
   d. The Student Health Center will be able to provide sports physicals for club athletes who do not wish to seek off-campus care. For those choosing to get their physical exam through the Student Health Center, an appointment must be scheduled with the Student Health Center. Physical forms will remain at the Student Health Center; however, the athlete will still need to provide the medical clearance portion of the form to the Club Sports office or Athletic Trainer. If conducted by an off-campus provider, club athletes must still turn in a completed Sports Physical and Medical Clearance Form to the Club Sports office. Completed physical forms will remain with the Student Health Center; medical clearance forms will be kept at the Club Sports office.
4. Read the NCAA Concussion facts sheet and sign the Concussion facts acknowledgement section in the pre-participation waiver (Concussion facts sheet can be found in Mountain Lion Connect – Club Sports “Files”).
5. Complete a baseline concussion test by appointment with the Club Sports Athletic Trainer. (moderate risk and increased risk sports only)
   a. Club Sports officers will be responsible for scheduling a time and date with the Certified Athletic Trainer.
   b. Baseline tests will be valid for 2 years
      i. If an athlete sustains a head injury or concussion during the prior season that athlete must complete a new baseline concussion test prior to participation.

An annual health update form must be completed and turned in the Athletic Trainer or Club Sports Office prior to each season along with all the other necessary annual forms; no club
athlete is guaranteed permanent status. All necessary forms can be found in Mountain Lion Connect.

To view the complete updated Club Sports Participation Medical Protocol document please see Appendix B.

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 Manager of Competitive Sports. If a team does not have the appropriate paperwork completed or is facing disciplinary actions, the Manager of Competitive Sports has the right to call schedulers to cancel practices or competitions.

For the Recreation Center, Alpine Field and Mountain Lion Stadium Contact:
Mallory Barger, Manager of Competitive Sports, mbarger@uccs.edu, (719) 255-7513

Off-Campus Facilities
All clubs must work with the Manager of Competitive Sports 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 and approved by the University’s Attorney.

In the event of facility damage the above Administrative Discipline Issue section will apply and guidelines will be followed. Facility use and monitoring that all club members are following set facility rules is outlined in the Club Sports Officer responsibilities. Officers are ultimately responsible for reporting the conduct of club members. Coaches and advisors also play a role in the administration and oversight of all activities at off-campus facilities.

Any facility issue will be brought to the Manager of Competitive Sports for disciplinary action.

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:

1. Mailboxes: Located in the Recreation Center and the Office of Student Life and Leadership.
2. Consultation: Coordinators are available to consult with you on events and challenges.
3. Workshops & Seminars: These will be offered throughout the year as resources and development opportunities.
4. 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 Manager of Competitive Sports must approve the use of the following equipment:

1. 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.).
2. Fax Machine: A fax machine will be available for faxing documents to associations, leagues or other universities.
3. Telephone: A telephone will be available to contact people within Club Sports; messages CANNOT be left on this phone.
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. In using the "UCCS" name, it is important to have a strong, consistent, recognizable brand identity. The UCCS Brand Identity Standards document was developed in coordination with the CU System and provides specific directions on how to use our logo, colors, and other related brand identity elements and will guide all Club Sports design and name usage.

Information about the brand identity standards, including a downloadable pdf, as well as downloads of logo artwork and templates, are available at the brand website. This is also where you go to request customized artwork, send feedback, and ask questions. Visit www.uccs.edu/brand »

However, club teams must get all marketing, merchandise, uniforms and any other products using UCCS’s name, approved by the Manager of Competitive Sports. The Manager of Competitive Sports will work with the Club President on final approvals for print. 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 the UCCS Brand Identity Standards in order to utilize the UCCS image in publications, uniforms, etc. (http://www.uccs.edu/Documents/brand/uccs-brand-identity-standards.pdf)

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 Manager of Competitive Sports will then communicate accurate statistics and highlight information to various University Departments. The Manager of Competitive Sports 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 and SGA can be used to create professional publications. All Club Sports promotional items MUST be approved by the Manager of Competitive Sports prior to print and distribution. 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 first be approved by the Manager of Competitive Sports and then 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 Manager of Competitive Sports 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 Manager of Competitive Sports 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:

1. All Materials must be approved by the Manager of Competitive Sports
2. Any posting needs additional approval from the UC Front Desk (must be stamped)
3. Chalking must follow UC chalking procedures and must be approved first
4. Your club’s name and contact information must be clearly identified on any posted or distributed material.
5. Materials must be removed within 48 hours after the event has occurred.

Branding
It is extremely important to the University of Colorado Colorado Springs to have a strong, consistent, recognizable brand identity. Our brand is a promise we make about all things related to the University of Colorado (CU): our campuses, our foundation, and our system. Our brand is more than a name or a signature. Every point of contact we have with our audiences – students, faculty, staff, alumni, donors, and others – builds perception about who we are as a university, the things we do to fulfill our mission, and why we are important to our stakeholders.

The University of Colorado Colorado Springs Brand Identity Standards document provides specific directions on how to use the updated signature and related brand identity elements. If you have questions about the Brand Identity Standards, contact the Manager of Competitive Sports with questions and your club and the Coordinator will work together with University Advancement.

Brand Identity Standards Document: 

Athletics marks (Mountain Lion at UCS) are exclusive to the Departments of Intercollegiate Athletics. These marks should not be used by units, departments, schools, colleges or affiliates. Any use other than for intercollegiate athletics and/or approved vendors must have written permission from the Brand Identity Standards Board and Departments of Intercollegiate Athletics. The marks are trademarked and governed by the University Licensing Office.

Any club who wishes to use the Mountain Lion head on any apparel, printing, jerseys, hats, etc. must send all artwork to the Coordinator of Club Sports who will receive proper written approval from the Brand Identity Standards Board and Intercollegiate Athletics for use of the Mountain Lion head logo.

Any club who is in violation of brand identity standards will receive a Major Violation and be subject to corresponding sanctions (see Appendix A – DAP). Along with major violation sanctions, the club will be required to collect all items not meeting brand standards and turn them in to the Club Sports Office and Manager of Competitive Sports. Campus Recreation is not responsible for any reimbursement or payment for apparel or goods that have not been approved for branding and purchasing. No apparel, printing, marketing, jerseys or other items may be worn or used that have not received approval from the Manager of Competitive Sports and do not meet brand identity standards.

Examples:
Jersey NOT meeting branding standards:
Combined multiple logos, overlapping logos, incorrect use of color-reverse logo, incorrect font, among other problems. This jersey was NOT approved.
APPROVED artwork for T-shirts and Jerseys are examples such as:

**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 Manager of Competitive Sports 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 Mountain Lion Connect 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:**

1. All drivers and passengers must have a Waiver/Assumption of Risk, Athlete Code of Conduct and Travel Acceptance form on file through IMLEAGUES.
2. Drivers must be at minimum 18 years of age
3. All drivers and passengers must wear seat belts
4. For longer trips (more than 4 hours) drivers must rotate drivers every 4 hours
5. No more than 8 hours of driving can be completed in one day
6. Driving between Midnight and 5am is prohibited
7. Alcohol and Drugs are not allowed in any vehicle traveling for Club Sports
8. Observe all traffic rules and regulations
9. Drive carefully, courteously, and cautiously
10. Plan ahead, check the forecast, have a map and directions to the destination in every vehicle
11. Club Sports encourages drivers to pull over to use cell phones or eat
12. 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:**

1. STOP IMMEDIATELY - Notify Police Agency
2. Take steps to prevent another accident at the scene
3. Call 9-1-1 if necessary
4. Get the name, address, car, and insurance information of any other vehicle operators involved
5. Get name and address of each witness
7. If the vehicle is unsafe to operate, have it towed to the nearest garage after the police have completed their report
8. Do not discuss the accident with anyone except the police officer and the Manager of Competitive Sports. The owner of the vehicle is responsible for any costs incurred
9. Notify the Manager of Competitive Sports

**FUNDING**

There are a variety of funding sources available to help clubs fund events. The Student Government Association is a major source of funding for club events. Every club and organization on campus can request up to $3000 of funding total each academic year. Clubs should submit funding requests no later than three (3) weeks prior to the event date: the earlier, the better.

**What does my club need to do to be eligible for funding?**
Your club must be a registered with Student Life and Leadership. See Student Life and Leadership to learn more.

**What does the club funding process look like?**
The funding process has 4 steps:
1. Submission of funding proposal. (Fill it out at: https://orgsync.com/69883/forms/77073)
2. The Budget Advisory Committee (BAC) meets and will approve, edit, or deny your funding request. A representative from your club is required to attend the BAC meeting
3. The SGA Senate then meets and either approves or sends your funding request back to the BAC. A representative from your club is not required to attend the Senate meeting, but it is strongly suggested. If no one from the club can attend the Senate meeting, the club can leave a statement with the Director of Finance.
4. No later than 30 days after the event the club fills out an event review form on Mountain Lion Connect. (https://orgsync.com/69883/forms/81876) **Clubs that do not complete the event review form will not receive any more funding for the remainder of the school year.**

**What can I get club funding for?**
Food (limited to $1,200 per event. Maximum of two events per year.)
Travel expenses (limited to $1,000 for in-state travel and $2,000 for out-of-state travel)
Advertising
   - All events must be advertised with 20 posters displayed on approved public bulletin boards (except travel and conference). All advertising must state “Open to All Students” and “Sponsored by SGA”
   - Clubs can request up to 50% of advertising expenses for clothing in order to advertise the event. Clothing is limited to club members.
Sport expenses
Event expenses

**What can’t I get funding for?**
Individual membership fees, national affiliations, or state delegations
Alcohol, tobacco or firearms
Capital goods
Personal expenses
Prizes, giveaways or awards (includes gift cards and gift certificates)
Debt
Faculty, staff, coaches, or instructor expenses
After-the-fact funding

How much funding can I get?
Each club can receive a maximum of $3,000 dollars per academic year. If your club requires more than $3,000 dollars, you can submit a request outside of the established organization funding process. In order to receive greater amounts of money, you will need a Senator to sponsor a bill. That bill must then be passed by the Senate and signed by the President.

My club is traveling elsewhere. What do I need to do?
See the SLL webpage on club travel for more information.

All clubs must attach a minimum of two (2) travel quotes including one (1) airfare quote and one (1) ground transportation quote (if 500 miles or less). At least one of the airfare quotes must come from the University of Colorado approved travel agency, Christopherson Business Travel. For more information please visit https://www.cu.edu/psc/payables/travel.htm. Before expending any SGA funds for travel, all clubs must contact Tiffany Yep (719-255-3636, tyep@uccs.edu) in the Student Life and Leadership office. Conference shall include registration fees. These activities involve support for students of UCCS attending lectures, conferences, symposia, or similar activities. Clubs must report back to SGA after attending the conference.

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.

Clyde’s Crowd
Clubs have the option to raise funds via Clyde’s Crowd. This system gives clubs the opportunity to make funding easier. Functioning like GoFundMe.com, Clyde’s Crowd’s link can be sent by email and social media. Contact Mallory Barger if interested.

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.

**DISCIPLINARY ACTION PROTOCOLS (DAP)**

**Introduction**
As a member of the University of Colorado Colorado Springs Club Sports community and the growing Club Sports program you have been entrusted with representing UCCS both on and off the field of competition with the utmost respect, character and pride. There is great responsibility entrusted to each of you, including:

*Sportsmanship*
Compete in a manner which is fair, observes the rules of the sport and demonstrates respect toward your opponents, spectators and game staff.

*Safety*
Club participation is voluntary. Operate your club in a manner which limits risk and adheres to University and Department procedures and local and national laws. Make smart, sound decisions.

*Active and Current*
Ensure that your club is current on paperwork, regularly attends meetings and workshops and has an understanding of all policies and procedures.

*Represent Club Sports*
Understand that engaging in activities representing UCCS or your club is a direct reflection on the department and University. Always represent yourselves in a positive light!

*Support and Advisement*
As a self-governed student organization, continue to seek input and support from advisors, coaches and Department staff.

Club sport members make the decision about their individual and group success. The club officers are empowered to engage club participants and coaches in a manner consistent with the expectations and policies of University of Colorado Colorado Springs. Each and every club represents UCCS and the Club Sports program. Each and every individual and club action represents who we are as a University; remember that we want to reflect this in a positive and professional manner. Always represent the name on the front of your jersey in mind.

These protocols have been created to educate club sport members on the expectations and policies related to accountability. It is to be used as a supplement to the Code of Student
Conduct which is enforced by Community Rights and Responsibilities and is enforceable by the Manager of Competitive Sports.

All Club Sports and their members have an obligation to operate within the rules, regulations, policies and procedures set forth by UCCS, the Club Sports Program, the Code of Student Conduct, and local, state and federal laws. Any actions that violate these policies and procedures will be brought to the Manager of Competitive Sports for possible disciplinary action. Any actions that violate local, state and/or federal laws will be reported to the appropriate authorities and shared with the Club Sports Board, the Club Sports staff and the Dean of Students. The Club Sports office will work with all authorities in support of their activities and may suspend club-specific activities while investigations occur. The Club Sports office will act on any change in status for organizations and individual members as appropriate.

The Club Sports Disciplinary Action Protocols (DAP) serves to highlight the most common infractions, but is not meant to be all-inclusive. The Disciplinary Action Protocols exists to provide clubs and individual participants with clear expectations, and affords the Manager of Competitive Sports a tool to ensure individuals and clubs comply with current policies and procedures.

For the Complete Club Sports Disciplinary Action Protocols please see Appendix A.

ADMINISTRATIVE COMPLIANCE PROGRAM (ACP)

It is the hope of the Club Sports Association in the future to be able to help provide funding for clubs. The Administrative Compliance Program would be an integral part of the funding procedures. Until funding is available the ACP will serve as an incentive program where clubs leading in ACP points can receive Club Sports T-shirts and other prizes.

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 positions 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.

Points will not be allocated to any club that must schedule a one-on-one meeting. 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’s attendance at Training – 15 Points

Treasurer’s attendance at Training – 15 Points
Safety Officer’s 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:

**CPR/FA/AED Certification**
1. Copies of CPR/AED and First Aid Certification Cards must be submitted for the Safety Officer and alternate Safety Officer before the deadline.
2. 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.

**POINTS BREAKDOWN:**
- Fall Semester – **15 Points**
- Spring Semester – **7 Points**

**Club Sports Re-Registration Process with the Department of Student Life and Leadership**
1. Required forms to be turned in to the Department of Student Life and Leadership at the beginning of the fall semester.
2. Attend club orientation session by the date required of Student Life and Leadership.
3. 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.

**POINT BREAKDOWN:**
- Fall Semester – **7 Points**

**Event/Practice Schedule**
1. 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.
2. To be turned in electronically on Mountain Lion Connect.
3. 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.

**POINTS BREAKDOWN:**
- Fall Semester: **10 Points**
Spring Semester: **10 Points**

**End of the Semester/End of the Year Reports**
1. An EOS report is required for Fall semester and and EOY report is required for Spring Semester.
2. To be turned in electronically on Mountain Lion Connect.
3. 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.

**POINTS BREAKDOWN:**
Fall Semester: **10 Points**
Spring Semester: **10 Points**

**Treasurer Report**
1. A Treasurer Monthly Budget Report is required for Fall and Spring semesters.
2. To be turned in during the monthly Treasurer meeting with the Manager of Competitive Sports.
3. 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.

**POINTS BREAKDOWN:**
Fall Semester: **10 Points**
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).
   To be turned in electronically on Mountain Lion Connect.
   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.
   To be turned in electronically on Mountain Lion Connect.
   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.

1. A Weekly Report Form must be submitted electronically on Mountain Lion Connect by Monday at 11:55pm.
   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: **50 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.

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.

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 Mountain Lion Connect 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 Mountain Lion Connect under the club sport 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.

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

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 Mountain Lion Connect under the club sports forms section.

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](http://www.uccs.edu/campusrec)
APPENDIX A – DISCIPLINARY ACTION PROTOCOLS (DAP)

Introduction
As a member of the University of Colorado Colorado Springs Club Sports community and the growing Club Sports program you have been entrusted with representing UCCS both on and off the field of competition with the utmost respect, character and pride. There is great responsibility entrusted to each of you, including:

Sportsmanship
Compete in a manner which is fair, observes the rules of the sport and demonstrates respect toward your opponents, spectators and game staff.

Safety
Club participation is voluntary. Operate your club in a manner which limits risk and adheres to University and Department procedures and local and national laws. Make smart, sound decisions.

Active and Current
Ensure that your club is current on paperwork, regularly attends meetings and workshops and has an understanding of all policies and procedures.

Represent Club Sports
Understand that engaging in activities representing UCCS or your club is a direct reflection on the department and University. Always represent yourselves in a positive light!

Support and Advisement
As a self-governed student organization, continue to seek input and support from advisors, coaches and Department staff.

Club sport members make the decision about their individual and group success. The club officers are empowered to engage club participants and coaches in a manner consistent with the expectations and policies of University of Colorado Colorado Springs. Each and every club represents UCCS and the Club Sports program. Each and every individual and club action represents who we are as a University; remember that we want to reflect this in a positive and professional manner. Always represent the name on the front of your jersey in mind.

These protocols have been created to educate club sport members on the expectations and policies related to accountability. It is to be used as a supplement to the Code of Student Conduct which is enforced by Community Rights and Responsibilities and is enforceable by the Manager of Competitive Sports.

All Club Sports and their members have an obligation to operate within the rules, regulations, policies and procedures set forth by UCCS, the Club Sports Program, the Code of Student Conduct, and local, state and federal laws. Any actions that violate these policies and procedures will be brought to the Manager of Competitive Sports for possible disciplinary action. Any actions that violate local, state and/or federal laws will be reported to the appropriate authorities and shared with the Club Sports Board, the Club Sports staff and the Dean of Students. The Club Sports office will work with all authorities in support of their activities and may suspend club-specific activities while investigations occur. The Club Sports office will act on any change in status for organizations and individual members as appropriate.

The Club Sports Disciplinary Action Protocols (DAP) serves to highlight the most common infractions, but is not meant to be all-inclusive. The Disciplinary Action Protocols exists to provide clubs and individual participants with clear expectations, and affords the Manager of Competitive Sports a tool to ensure individuals and clubs comply with current policies and procedures.
For the Complete Club Sports Disciplinary Action Protocols please see Appendix A.

Club Status
Once meeting all club sports criteria (see “Joining a Club Sport” section), club sports are subject to different standings with the Club Sports office and the University of Colorado Colorado Springs. These standings affect a club’s or individual’s ability to participate in club events. Club events include any activity that is comprised of one or more club team members for the purpose of club meetings, practices, games, competitions, recruitment or social activities. The standings that effect a club or individual’s ability to participate are as listed:

**Current**
The Club Sport or individual is listed as current when they are up to date with administrative issues and have no disciplinary or academic sanctions in place affecting their standing with the Club Sports program or Community Rights and Responsibilities at University of Colorado Colorado Springs. A club is not current if any paperwork has not been submitted, meetings have been missed but not rescheduled, or if the club is currently on probationary status or facing restrictions. A club is also not current if they are not currently registered as an RSO with Student Life and Leadership. Clubs and participants listed as “not current” would be unable to participate in club activities as denoted in their restrictions or interim disciplinary action.

**Probationary**
A club is identified on probationary status if currently facing restrictions, interim disciplinary action, or needing to complete established sanctions for reinstatement within the established timeframe. Once established expectations have been met, and the club must schedule a meeting with the Manager of Competitive Sports and present their case for reinstatement. If approved, they are moved back to Current Club Sports status.

**Conditional**
A club is listed as Conditional if recently submitted for acceptance into the Club Sports Community for recognition (typically first-year clubs). Since they will not have a full years’ worth of compliance points, clubs listed as conditional will not depend on compliance points for funding. Instead, if the club is in need of extra funds they will apply for excellence development funding. Once the club is eligible to participate in the compliance points system for a full school year they are moved to active club sports status.

Sanction Definitions
Sanctions are the disciplinary tools used by the Manager of Competitive Sports. If a club or individual violate the operating procedures set forth in the Club Sports Handbook and DAP they will be subject to such sanctions. These sanctions include but are not limited to:

**Interim Disciplinary Action**
The University and Club Sports program reserve the right to suspend club activity or a specific club function (i.e., travel, practice, access to funds, etc.) once an infraction has been discovered and/or reported and prior to any hearing to ensure the compliance, safety and well-being of club participants, UCCS students, University personnel and property.

**Official Warning**
A warning is an official statement that your registered student organization has violated a University regulation or violation of the Club Sports program. It is intended to communicate most strongly both the disapproval and the reprimand of the University community.

**Probationary Period**
Once probation has been established, there may be established restrictions for the club, in addition to compliance expectations the club or individual must complete within a documented timeframe. Any subsequent violations during the probationary period will be viewed as both a...
violation of the DAP and a violation of probation. A student on probation may not hold any elected Sport Club Officer position.

**Club or Individual Suspension (Major)**
Suspended clubs and/or individuals will be unable to participate in any club activities for a fixed period of time. These activities include, but are not limited to: recruitment, marketing, team meetings, practices, tournaments, and games. Facility reservations and funding will be rescinded and all club details will be removed from Campus Recreation website and other promotional pieces. Following the suspension period, the Manager of Competitive Sports will assign a club probationary or inactive status after review. Club suspensions could be levied for one week, month, semester, year or any multiple of those mentioned.

**Loss of Club Sports Status and Notification of National Governing Body (Major)**
This sanction denies the club’s or individual’s right to participate in any extracurricular Club Sport activities at the University for a fixed period of time, including the possibility of permanent exclusion. The club and/or individual may be readmitted only upon recommendation of the Department of Campus Recreation and the Manager of Competitive Sports.

**Compliance Violation Types**
The following is a summary of violations applicable to all persons and clubs involved with the Club Sports program as a participant, volunteer or coach at UCCS. The list includes the most common violations, broken into two sections: minor and major violations. Violations that occur and are not listed in this section will be investigated as outlined below.

When reviewing the violations listed below, it is important to note that all violations with a (*) may also violate the Code of Student Conduct.

**Minor Violations**

*Submission of paperwork by established deadlines*
1. Failing to submit original documents (including those with required signatures) by established deadlines in accordance with Club Sports expectations.
2. Filing a false or inaccurate document or report with the Club Sports office.

*Required attendance of representatives at meetings*
3. Failing to have a student representative in attendance at mandatory trainings and Club Sports meetings unless notifying the Manager of Competitive Sports and the absence is approved. In the event of an absence, a make-up meeting must be scheduled with the Manager of Competitive Sports.
4. Failure to complete the minimum training requirements.

*Club Travel (Violations include but not limited to)*
5. Passenger restraints in all cars/shuttles etc. that are used for travel, seat belts are mandatory for drivers and all front-seat passengers by Colorado Law.
6. Drivers and passengers are prohibited from smoking or consuming alcoholic beverages in University vehicles.
7. Receiving a traffic citation while on official club business.

*Practices, Competitions and Club Activity Conduct*
8. Failure to notify the Manager of Competitive Sports or Club Sports Board member a minimum of 24 hours in advance – unless inclement weather) that the club will not be utilizing an assigned on-campus space for practice.
9. Failure to obtain approval to utilize an on or off-campus space for any reason, if the space requires a reservation.
10. Use of an approved on-campus space outside the reserved and scheduled time.
11. Failure to notify the Manager of Competitive Sports (minimum of 72 hours in advance) that an event has been canceled or rescheduled.
12. Holding an on- or off-campus game, event, scrimmage, tournament, or clinic without approval.
13. Displaying conduct that is incompatible with the University’s function as an educational institution and the purpose of the Club Sports program (i.e., unsportsmanlike conduct toward Officials or opponents).
14. Failure of club members to take reasonable action to prevent their guests (including opponents at home events) or activity spectators from violating University regulations. If reasonable action is taken and the guest(s) fail to adjust their behavior an incident report must be filed with the Club Sports Office.

**Major Violations**

*Practices, Competitions and Club Activity Conduct*

1. Allowing an individual to participate in a club activity (exception: interest meeting with no physical activity) without completing the Club Sports participation waiver.

*Marketing, Media and Apparel*

1. Obtaining and/or ordering marketing, merchandise, uniforms and other products using UCCS’s name without receiving proper approval from the Manager of Competitive Sports.
2. Posting and flyer or promotional item on campus that has not received proper approval from the Manager of Competitive Sports.
3. Using any graphic or logo that does not meet University Brand Identity Standards.
4. Making Club purchases of any kind without proper approval from the Manager of Competitive Sports.
5. Posting an inappropriate image, text, or link on a club website or social media site. This may include photos with partial nudity, alcoholic beverages, or poor behavior.

*Injuries and Incidents*

6. Failure to turn in an Accident Report form and/or report an accident, incident or injury in a timely fashion (48 hours or less after incident).
7. Failure to notify the Club Sport Coordinator or designee immediately after an injury involving emergency personnel (i.e., ambulance, hospital, etc.), an incident involving law enforcement or a natural disaster (i.e., thunderstorm, tornado, etc.) that impacts club activities.

*Club Travel (Violations include but not limited to)*

8. Operating a motor vehicle in a reckless manner or while impaired by alcohol, drugs or other substances so as to create a significant threat to members of the University community.
9. Failure to report a vehicle accident or personal injury.
10. Allowing an unapproved individual to drive a University vehicle while on official club business.
11. Traveling without a Campus Recreation-approved club Safety Officer (certification submitted and class completed).
12. Driving without a current and valid license.
13. Driving for more than four consecutive hours and no more than eight hours in a calendar day while on official club business.

*Use of Funds and Financial Management (Violations include but are not limited to)*

14. Use of an unapproved account to deposit or expend funds collected on behalf of the club.
15. Failure to pay any University or vendor charges, late fees, or interest in a timely manner.
16. Misuse of University funds as addressed in the Club Sports Funding Guidelines.

**Damaged or Lost Safety Officer Supplies**

17. Loss of Safety Officer binder, including loss of any forms or paperwork within the binder such as team emergency contact list, the Safety Officer handbook, and Safety Officer deadlines calendar.

18. Damage to, or loss of, any first aid materials or the first aid kit.

19. Failure to show up to your scheduled Safety Officer check meeting.

Two or more minor violations including a Club’s absence of action on an established Minor Violation. (See Sanction Process)

*Alcohol Policy. See Student Code of Conduct.

*Damage to Property. See Student Code of Conduct.

*Drug Policy. See Student Code of Conduct.

*Failure to Comply. See Student Code of Conduct.

*Hazing. See Student Code of Conduct and Hazing section of Club Sport Handbook.

*Misconduct. See Student Code of Conduct.

*Safety Regulations. See Student Code of Conduct.

*Theft. See Student Code of Conduct.

**Sanctions Process**

**Review Process**

When a possible infraction or violation of the DAP is observed by the Manager of Competitive Sports, a process of review will be followed to determine the violation(s) and its possible sanction(s).

The Manager of Competitive Sports will conducted the review process along with the Club Sports Program Assistants and other on Campus Professionals as needed. Once the review process is concluded the Coordinator will decide whether or not any sanctions or restrictions are issued. The Manager of Competitive Sports will then provide a secondary review of details related to the incident and investigation. Although there is no time limit on the investigative process, investigations should be conducted as quickly and thoroughly as reasonably possible. For infractions involving missed meetings, training sessions, purchasing and branding guidelines, due to the straightforward nature of the infraction, the investigation process may be condensed.

An email will be sent to all Club Sport Officers discussing the minor or major violation(s) and offering the Club three days to arrange a meeting to discuss the infraction and sanction. Should the Club choose not to meet, the infraction shall be substantiated and the sanction issued.*

*Please note that there may be two separate processes ongoing concurrently by the Club Sports office. At a minimum, the meeting should provide an opportunity for the individual(s)/Club(s) accused of being involved in the alleged infraction to present his or her side of the story to the Club Sports office and the Manager of Competitive Sports.

**Sanction Process**

After the review process has been completed and the violation (minor or major) identified, the following processes must take place by the Manager of Competitive Sports:
For a Minor Violations Process

1. **WARNING(S)** will be provided to the Club Sport Officers. The warning(s) will be provided through email to all Club Officers, a phone call to the President, and each will include:
   - The minor violation(s) and its definition
   - The club’s status within the Club Sports Program
   - Steps the Club must take to rectify the violation(s) by a specific date (less than two weeks from the violation date) established by the Manager of Competitive Sports

2. Should the Club decide not to take the recommended steps to rectify the violation(s), **SANCTIONS** will be implemented. (See Definitions)

3. If sanctions are not followed through by the date specified, a **MAJOR VIOLATION** will ensue.

For a Major Violations Process

4. **NO WARNINGS** shall be given. (Unless the situation was a Second Minor Offense)

5. The Club Sports Officers will receive an **EMAIL** and the President will receive a **PHONE CALL** explaining:
   - The major violation(s) and its definition(s)
   - The club’s status within the Club Sports Program
   - The sanction(s) and fine(s) given for the major violation(s)

6. Sanctions will be implemented.

7. **STEPS** will be provided by the Manager of Competitive Sports based on the DAP for Clubs to rectify the violation(s) by a specific date (less than two weeks from the violation date) established by the Manager of Competitive Sports and regain an **Active and Current** status as a UCCS Club Sport.

8. Should steps not be followed by the date specified, the Club will automatically lose its Club Sports status with the Club Sports Program along with all the benefits of being a registered Club Sport with the Club Sports Office. This includes (but is not limited to): priority access to University-managed facility space, use of the UCCS, access to funding provided by SGA or the Club Sports Board and marketing and promotion of the club. Additionally, all funds in the club’s account(s) shall be frozen.

Additionally, the club’s national governing body will be notified that the club has lost status as a Club Sport and is no longer recognized by the University of Colorado Colorado Springs’ Club Sport Department.

**Range of Disciplinary Sanctions**

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<th>Individual Sanction*</th>
<th>Group Sanction</th>
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<tr>
<td>Official Warning</td>
<td>Official Warning</td>
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<tr>
<td>Community Service/ Reflection Paper</td>
<td>Community Service/ Reflection Paper</td>
</tr>
<tr>
<td>Probation and Restrictions</td>
<td>Probation, Restrictions and Fines</td>
</tr>
<tr>
<td>Temporary Suspension</td>
<td>Temporary Suspension Status</td>
</tr>
<tr>
<td>Loss of Club Participation</td>
<td>Loss of Club Sport Status</td>
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</table>
*Depending on the infraction, the Manager of Competitive Sports may be required/advised to transfer the individual to be disciplined by the Office of the Dean of Students.

In addition to the sanctions listed above, clubs may lose benefits including but not limited to: access to facility space, funding and/or the ability to travel in certain circumstances.

**Review Process**

When a possible infraction or violation of the DAP is observed by the Club Sports Board, the Club Sport Coordinator or a Club Sport staff member or reported to a member of the Club Sport staff, the club President shall receive an email notification or phone call that an alleged infraction may have been committed by the club. The notification will include next steps and timeline, which must be followed. The club shall have three (3) business days to arrange a meeting to discuss the potential infraction. Should the club choose not to meet, the infraction shall be substantiated and the sanction issued.

Please note that there may be two separate processes ongoing concurrently by the Club Sports office and Community Rights and Responsibilities as any potential violation of the Code of Student Conduct will be referred to CR & R. At a minimum, this meeting should provide an opportunity for the individual(s) accused of being involved in the alleged infraction or the President of the club (if the infraction is a club issue [e.g. Web site, purchasing, branding violation, etc.]) to present his or her side of the story to the Club Sports office.

As part of the meeting and preparation, an internal investigation shall be conducted. Typically, the Coordinator or her designee will conduct the investigation. Once the investigation and meeting are concluded, and whether or not any sanctions or restrictions are issued, the Competitive Sports Program Assistants will provide a secondary review of details related to the incident and investigation. Regardless of the outcome, individual(s) involved and/or the club officers will receive an email notification with a written summary explaining the outcome of the investigation. Although there is no time limit on the investigative process, investigations should be conducted as quickly and thoroughly as reasonably possible. For infractions involving missed meetings, training sessions, purchasing or branding violations, due to the straightforward nature of the infraction, the investigation process may be condensed.

**Appeal Process**

Once sanctions have been relayed to a club or participant as part of the Club Sport DAP, there may be grounds for an appeal. The appeal is initiated with the Coordinator (or designee) and forwarded for review. Any sanction(s) imposed is in effect until the Coordinator or designee issues a final decision concerning the appeal. To appeal a sanction, please follow the procedure outlined below:

1. Submit an appeal letter to the Manager of Competitive Sports within five business days of the date on the sanction letter issued. The appeal letter should not be more than one page, and must include the sanctions being appealed and the rationale for the appeal.
2. A hearing will be scheduled with the club and/or individual(s) involved Manager of Competitive Sports and Department staff. The hearing will be scheduled within ten business days of the receipt of the appeal letter, provided classes are in session (breaks, holidays and summer excluded). If classes are not in session, the hearing will be scheduled as soon as is reasonably possible.

*The appeal hearing is open to:*

1. A maximum of three Department staff members.
2. All Competitive Sports Program Assistants.
3. A maximum of five club members (currently) who were directly involved with the infraction.
Within 48 hours of the conclusion of the hearing, the President of the Club Sports Team shall issue the committee’s written recommendation concerning the appeal. This recommendation will be submitted in writing to the Club Sports Office. Suggested recommendations include:

1. Uphold the sanction(s) imposed by the Department.
2. Negate the sanction(s) imposed by the Department.
3. Modify the sanction(s) imposed by the Department.

Within 48 hours of receiving the written recommendation, the Associate Director of Programs or designee shall issue a written decision of the appeal to be distributed to the club, participants and Coordinator.

APPENDIX B – CLUB SPORTS PARTICIPATION MEDICAL PROTOCOLS

INTRODUCTION

Welcome to The University of Colorado Colorado Springs Club Sports Participation Medical Protocols. This manual has been prepared to familiarize students with Club Sports medical operating protocols. Additionally, it is designed to serve as a guide for coaches, club sport athletes, advisors and club administrators in regards to club athlete healthcare and safety. Club athlete safety depends on every club officer, athlete, advisor and coach becoming familiar with the manual contents. All club sport athletes must be in compliance with University of Colorado Colorado Springs Club Sports Medical Protocols in order to be eligible for play.

Medical Protocol Definition

The Club Sports Participation Medical Protocols are designed to generate awareness regarding potential health issues and impact on fitness to participate. They also ensure that either safety officers or athletic trainers will be present to assist club athletes at events until further care is able to be provided. These protocols are in place to generate awareness and help mitigate the potential risk involved in athletic activity; they do not guarantee club athlete safety. While playing sports there are certain inherent risks assumed by club athletes. These protocols do NOT waive those risks.

IMPORTANT CONTACTS

Mallory Barger, Manager of Competitive Sports, (719) 255-7513, mbarger@uccs.edu
Nicole Brashears, Certified Athletic Trainer, 714-980-0729, nbrashea@uccs.edu
Ben Fetter, Certified Athletic Trainer, 719-393-5893, bfetter@uccs.edu
Stephanie Hanenberg, Executive Director, Wellness Center, (719)-255-4444, shanenbe@uccs.edu
Vicki Schober, Physician, Medical Director, Health Services (719) 255-4444 vschober@uccs.edu
Jamie Duvall, Director, Public Safety Department- Risk Management (719) 255-3525, james.duvall@cu.edu
Casi Frazier, Campus Recreation Administrative Assistant, (719) 255-7511, pfrazier@uccs.edu

In case of a LIFE THREATENING ACCIDENT or a MAJOR EMERGENCY, the following people should be contacted IN THE ORDER LISTED:

1. Emergency Medical Service (EMS): 911
2. University Police Department: (719) 255-3111
PARTICIPATION CRITERIA

Each new Club Sport athlete must follow the required medical protocol criteria as well as complete administrative forms. If the Club Sport athlete meets each requirement to the satisfaction of the Manager of Competitive Sports and Club Sports Athletic Trainer, the individual may achieve membership into the Club Sport Association and be eligible for participation.

To be considered a part of any club sport, all club athletes must complete and follow the following Medical Protocol requirements:

6. Read and complete the Club Sport Participation waiver (Mountain Lion Connect – Club Sports “Forms”).
7. Provide Health Insurance Verification (Completed through the Club Sport Participation waiver).
8. Complete a Physical Examination and Medical Clearance form (Medical Clearance form can be found on the final page of the Physical Examination file) from a qualified health care provider and be approved for participation.
   a. The Physical and Medical Clearance form can be found under Mountain Lion Connect – Club Sports “Files”.
   b. Return the completed Physical Examination form and Medical Clearance form to Club Sports Office.
   c. All Physical Examination forms will be stored at the Student Health Center; Medical Clearance forms will be kept in the athlete’s file at the Club Sports Office.
   d. Only incoming freshman and/or new Club Sport participants are required to complete a Physical Examination with a qualified health care provider. Returning athletes with a physical on file are only required to complete an annual health update form prior to the start of each season.
      i. Any athlete who sustains an injury during that prior season, or who indicates any change in their annual health update will be required to complete a new Pre-participation physical and obtain medical clearance prior to participation in any Club Sport activity.
9. Read the NCAA concussion facts sheet and sign the Concussion facts acknowledgement form (Concussion facts sheet can be found on Mountain Lion Connect under Club Sports, “Files”; Concussion acknowledgement form can be found as part of the Club Sport Participation waiver).
10. Complete a baseline concussion test by appointment with the Club Sports Athletic Trainer (moderate risk and increased risk sports only).
    a. Club Sports Officers will be responsible for scheduling a time and date with the Certified Athletic Trainer.
    b. Baseline tests will be valid for 2 years
       i. If an athlete sustains a head injury or concussion during the prior season that athlete must complete a new baseline concussion test prior to participation.
An annual health update form must be completed and turned in to the Athletic Trainer or Club Sports Office prior to each season along with the other necessary form for participation; no club athlete is guaranteed permanent status. All necessary forms can be found in Mountain Lion Connect.

**CLUB SPORT RISK CLASSIFICATION**

All clubs are separated into three risk classifications, Increased Risk, Moderate Risk and Lower Risk,. The classifications are to assist the Club Sports Program in making appropriate decisions for onsite medical coverage. The decisions are based on the potential for serious or catastrophic injury; not on gender, sport profile or level of competition. The primary factors for determining the Club Sport risk classification are the overall Injury Rate (IR) and potential for Catastrophic Injury (CI) as sited in the “Recommendations and Guidelines for Appropriate Medical Coverage of Intercollegiate Athletics” ([http://www.nata.org/sites/default/files/AMCIA-Revised-2010.pdf](http://www.nata.org/sites/default/files/AMCIA-Revised-2010.pdf))

**Increased Risk Clubs**

Sports with increased risk should have a certified athletic trainer physically present for all home games and events as well as try-outs. Club athletes must complete the Medical Protocol requirements numbers 1-7 listed above, including the baseline concussion test prior to participation. Increased risk clubs must have a certified Safety Officer at all games and practices.

*Current UCCS Increased Risk Clubs*: Ice Hockey, Men’s Rugby, Women’s Rugby, and Wrestling

**Moderate Risk Clubs**

Sports with moderate risk should have a certified athletic trainer physically present for all home games and events as well as try-outs. Club athletes must complete the Medical Protocol requirements numbers 1-7 listed above, including completing a baseline concussion test prior to participation. Moderate risk clubs must have a certified Safety Officer at all games and practices.

*Current UCCS Moderate Risk Clubs*: Men’s Soccer, Women’s Soccer, Lacrosse, In-Line Hockey, Cycling, Men’s Volleyball, Women’s Volleyball, Basketball, Climbing

**Lower Risk Clubs**

Sports with lower risk must have a certified Safety Officer at all games and practices. Club athletes must complete the Medical Protocol requirements numbers 1-6 listed above and are not required to complete baseline concussion testing.

*Current UCCS Lower Risk Clubs*: Baseball, Tennis, Ultimate Frisbee, Equestrian, Fencing, Table Tennis

**PROCEDURES AND EXPECTATIONS**

**Becoming a Club Sport Athlete**

All students wishing to become a club sport athlete must complete all of the requirements set forth in this document. These requirements include but are not limited to: reading and signing the UCCS Assumption of Risk Waiver, providing insurance verification, completing a sports physical and medical clearance form and being approved for play, and completing a baseline concussion test (Increased and Moderate Risk Clubs).
Annual Registration
In order to remain a recognized club athlete, all existing Club Sport athletes must annually complete the medical protocol requirements (Complete an initial physical examination; complete an annual health update every year; complete a baseline concussion test every other year except under special circumstances mentioned above in the Participation Criteria section). Club sport participation waivers (which includes an assumption of risk waiver, health insurance verification, travel waiver, and emergency contact information), will be available for online submission on Mountain Lion Connect under the Club Sports “Forms” section. Pre-participation physical forms and annual health update forms will be available for download on Mountain Lion Connect under the Club Sports “Files” section or at the Club Sports Office and must be turned in and approved by the Manager of Competitive Sports or Club Sports Athletic Trainer prior to participation. Baseline concussion testing must be completed with the Club Sports Athletic Trainer by appointment.

Club Sport Athlete Requirements
It is essential that Club Sport athletes complete all of the requirements set forth in the Club Sports Participation Medical Protocols document. In order to be recognized as a club athlete and be affiliated with the UCCS Club Sports Program, all participants are required to complete the following tasks. If it is determined that a club athlete has failed to complete these requirements, the individual as well as the team will be subject to disciplinary action. The Club Sports Executive Board and Coordinator of Intramural and Club Sports will handle all disciplinary action in accordance with the Disciplinary Agreement Program (DAP). Please see the 2014-2015 Club Sports Handbook “Disciplinary Agreement Program” section for more details.

Assumption of Risk
There are certain risks that are inherent with playing a club sport. Not all of these risks will be addressed by the medical protocol documents. Club athletes are required to sign a waiver, included in the Club Sports participation form that recognizes inherent risks as well as assume responsibility for them.

Health Insurance Verification
Proof of current health insurance must be provided by all club sport athletes prior to participation in practices or competitions. Forms will be available on Mountain Lion Connect to complete online. Along with the online form athletes must also submit a photo copy (front and back) of your current and valid health insurance card.

Sports Physical and Medical Clearance
Club athletes are required to complete a sports physical before participating in any club activity, including practices and games. The Physical Examination and Medical Clearance form will be available for download on Mountain Lion Connect under Club Sports “Files” and at the Club Sports Office. The Student Health Center will be able to provide sports physicals for club athletes who do not wish to seek off-campus care. For those choosing to get their physical exam through the Student Health Center, an appointment must be scheduled with the Student Health Center. Physical forms will remain at the Student Health Center; however, the athlete will still need to provide the medical clearance portion of the form to the Club Sports Office. If conducted by an off-campus provider, club athletes must still turn in a completed Sports Physical and Medical Clearance Form to the Club Sports Office. Completed physical forms will remain with the Student Health Center; medical clearance forms will be kept at the club sports office. Once cleared for sport, the club athlete will be able to participate in club activities, provided they have completed all of the other requirements.
Baseline Concussion Testing

It is essential that Club Sport athletes complete a baseline concussion test for increased and moderate risk sports. The test must be administered before a club athlete participates in any club related activities, practices or games. The test serves as a baseline reference point for the Student Health Center as well as athletic trainers. Club Officers and Coaches will be responsible for scheduling a time and a date, with the Athletic Trainer for baseline concussion testing.

Pre-Season Baseline Testing

a) Baseline Testing must be completed prior to athlete participation
b) Baseline Tests will be valid for two years unless the athlete sustains a concussion or head injury during that time. If an athlete sustains an injury during that two-year period a re-evaluation and new baseline test is required prior to the season.
c) The following increased risk and moderate risk clubs will need to set up a time to be baseline tested:
   i) Men and Women’s Soccer
   ii) Men and Women’s Rugby
   iii) Ice Hockey
   iv) Inline Hockey
   v) Men’s Lacrosse
   vi) Wrestling
d) Club Officers or coaches must contact the UCCS Club Sports Certified Athletic Trainer to schedule a date and time for initial baseline testing.
i) All Athletes, even if they received a physical from an outside provider, must schedule a baseline test with the Athletic Trainer

Return to Play

When club athletes suffer from an injury, they must be cleared completely before returning to play. Appropriate medical documentation must be provided to and approved by or documented by the UCCS Club Sports Certified Athletic Trainer before participation in practice or competition resumes. When suffering from a concussion or other head injury, club athletes must follow the protocol outlined below.

1) When a Concussion occurs with the Certified Athletic Trainer (ATC) present:
   a) Club athlete will be removed from play
   b) A sideline evaluation will be completed
   c) ATC will notify President, Safety Officer and Coach of athlete’s status
   d) Athlete will be given Home Instructions
   e) A Graduated Return to Play Protocol will be followed and administered by the ATC
   f) Athlete will be referred to an appropriate medical provider if needed:
      i) Urgent Care or Emergency Department
      ii) UCCS Student Health Center
      iii) Other Primary Care Doctor
   g) Club athlete, with assistance from the ATC, will contact the Student Health Center to schedule follow-up cognitive exam:
      i) If athlete is below baseline:
         (1) Instructions to continue to rest.
         (2) Possible Cognitive Treatment.
         (3) Possible involvement of Disability Services to assist with academic accommodations.
(4) Cognitive clearance form must be completed by a qualified Health Care Provider* and given to athlete to return to the ATC before being allowed to return to play.

h) Athlete will be referred to a physician if symptoms worsen within the first 24-48 hours or if any of the following occur:
   i) Loss of Consciousness
   ii) Amnesia lasting longer than 15 minutes
   iii) CNS dysfunction
   iv) Increasing LOC
   v) Decrease/irregularity in pulse and/or respirations
   vi) Increase in blood pressure
   vii) Unequal, dilated, or unreactive pupils
   viii) Mental status changes
   ix) Seizure activity
   x) Vomiting

2) When a Concussion occurs when the ATC is not present:
   a) Coach will remove athlete from play
   b) The Club Safety Officer will be give the athlete Home Instructions and Return to Play Protocol
   c) The Club Safety Officer will refer the athlete to the appropriate medical provider if any of the following occur
      i) Loss of Consciousness
      ii) Amnesia lasting longer than 15 minutes
      iii) CNS dysfunction
      iv) Increasing LOC
      v) Decrease/irregularity in pulse and/or respirations
      vi) Increase in blood pressure
      vii) Unequal, dilated, or unreactive pupils
      viii) Seizure activity
      ix) Mental status change
      x) Vomiting
   d) If needed, Club Safety Officer should refer to the following:
      i) Urgent Care or Emergency Department
      ii) UCCS Student Health Center
      iii) Other Primary Care Doctor
   e) Club President will notify the ATC of the athlete’s name, sport, and date of injury
   f) Club athlete will contact the ATC to begin the Return-To-Play concussion protocol
   g) Club athlete, with assistance from the ATC, will contact the Student Health Center to schedule follow-up cognitive exam:
      i) If athlete is below baseline:
         (1) Instructions to continue to rest.
         (2) Possible Cognitive Treatment.
         (3) Possible involvement of Disability Services to assist with academic accommodations.
         (4) Cognitive clearance form must be completed by a qualified Health Care Provider* and given to athlete to return to the ATC before being allowed to return to play.

*Qualified Health Care Providers include and only include: Doctor of Medicine, Doctor of Osteopathic Medicine, Licensed Nurse Practitioner, Licensed Physician Assistant, or Licensed
Doctor of Psychology with training in neuropsychology or concussion evaluation and management.

**Graduated Return to Play Protocol**

Day 1: No activity.
- Activity: Symptom-limited physical and cognitive rest.
- Purpose: Recovery.

Day 2: Light aerobic exercise.
- Activity: Walking, swimming or stationary cycling.
- Purpose: Increase heart rate, and monitor if any symptoms return. No resistance training.

Day 3: Sport-specific exercise.
- Activity: Skating drills in ice hockey, running drills in soccer.
- Purpose: Add movement and monitor return of symptoms. No head-impact activities.

Day 4: Noncontact training drills.
- Activity: Progression to more complex training drills, e.g. passing drills in football and ice hockey. May start progressive resistance training.
- Purpose: Add Exercise, coordination and cognitive load.

Day 5: Full-contact practice.
- Activity: Following medical clearance, athletes participate in normal training activities and functional skills assessed by coaching staff and medical staff.
- Purpose: Restore confidence.

Day 6: Return to play.

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* 2013 International Conference on Concussion in Sport. Zurich, Switzerland
** For a more detailed protocol outline refer to Appendix 1

**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 and inform/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 Manager of Competitive Sports
- Responsible for access to important medical information file when traveling
- Promotes and models 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. As listed in the “Participation Criteria” section, all club
sports athletes must provide proof of insurance prior to any participation in club sports activities. All club athletes are required to have proof of current and valid health 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 ATC’s or 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 to determine:
   - 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. Wait for the 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 being transported for care.
6. Immediately after the incident, before the victim(s) leaves, the first responder (if possible) should complete an injury/accident report, located within the First Aid Kit. This form must be completed and turned in to the Manager of Competitive Sports within 24 hours or the next business day.
7. Call the Manager of Competitive Sports’s cellular phone, within two hours of the accident. If there is no answer, leave a message.

See Appendix 1 “Sports Medicine Policies & Procedures for Safety Officers” for a compiled list of injury/illness policies & procedures.

**GLOSSARY OF CLUB SPORT PROGRAM ROLES AND RESPONSIBILITIES**

**Athletic Trainer:**
There will be a Certified Athletic Trainer (ATC) provided at the following increased risk and moderate risk sports’ home competitions and tryouts: Rugby, Soccer, Lacrosse, Inline Hockey, Wrestling and Ice Hockey. The athletic trainer will be the primary source of care at these events.
There will also be an athletic trainer available outside of competition during their designated office hours to provide additional care to injured club athletes.

**Club Sports Board (CSB)**
Campus Recreation hopes in the future to establish the CSB. The CSB would potentially assist in coordinating the activities and administration of the Club Sports Association. It is the hope of Campus Recreation that the CSB be empowered to represent the collective interest of the Club Sports Association athletes at UCCS. The CSB works to promote the CSA and assist in the review and establishment of operating procedures for CSA.

**Club Sports Association (CSA)**
The Club Sports Association is a collective group of UCCS students who participate and hold membership in the Club Sports Program. This includes club athletes, officers, coaches and any other authorized full member of a club sports team. (See Joining a Club Sport Team for information on how to obtain full membership on a club sports team) The overall purpose of the CSA is to enhance student education by offering recreational activities that foster positive development of leadership, teamwork, communication, collaboration, competition, time management skill, and community and environmental interaction in order to prepare members for life after college. CSA is open to all UCCS undergraduate and graduate students who fulfill all requirements for full membership. For the complete Club Sports Association Constitution please see Appendix A.

**Manager of Competitive Sports**
The Manager of Competitive Sports 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 the Department of Campus Recreation and the Office of Student Life and Leadership to provide assistance to student organizations. The Manager of Competitive Sports can be present at team events and at practices to show support and to orientate officers, coaches, and advisors to the program operating procedures. The coordinator provides oversight and guidance to Club Sport participants and works to provide a safe and welcoming environment.

**Club Sports Officers**
Club sports are student-initiated, student-led organizations. The success of the group depends upon its members. It is highly recommended that every club team have several officers to split the duties and responsibilities of the club. At a minimum, the President, Vice President, Treasurer and Safety Officer positions are required.

_Duties of Club Sport Officer Position:_

1. Read, become familiar with and enforce all procedures and guidelines within this manual.
2. Assist in directing club athletes to appropriate medical care both on and off the field.
3. Ensure all club athletes have been approved for play prior to participating in club practices or games.
5. Report all injuries that occur at club competitions, practices or events to the Manager of Competitive Sports within 24 hours of injury. (Complete and submit an Accident Report Form within 24 hours.)
Coach(s)
All Club Sports teams are encouraged to seek the assistance of a coach and a University faculty or staff advisor 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, morale 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 Manager of Competitive Sports before participating in the Club Sports Program.

Competitive Sports Program Assistant
The Competitive Sport Program Assistant is a student employee position that supports the Manager of Competitive Sports and Club Sport teams in a wide variety of roles. This position acts as a liaison between the clubs and Campus Recreation, providing guidance and administrative assistance to Club Sport teams. Additionally this position assists at home matches, games and tournaments. This includes: assisting with administrative duties, preparation of playing surfaces, administering first aid/CPR/AED, completing accident or incident reports and other forms as necessary.

Competitive Sport Supervisor
The Competitive Sport Supervisor is a student employee position that supports the Manager of Competitive Sports and Program Assistant in a wide variety of roles. This position assists with game day operations at home matches, games tournaments and special events. This includes: assisting with administrative duties, preparation of playing surfaces, administering first aid/CPR/AED, completing accident or incident reports and other forms as necessary.

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 a club sport is typically not in the job description of any UCCS faculty or staff member. 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 club but will focus 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 Manager of Competitive Sports 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 of sound judgement and reflect favorably upon the University. All advisors are required to complete a Waiver and Assumption of Risk Form.

Off-Campus Healthcare Provider:
If club athletes choose to utilize the services of an off-campus provider, the provider will need to comply with the University of Colorado Colorado Springs Medical Protocols and assist in completing the documentation required on UCCS Club Sports Medical forms.
President
The President is the head officer of each club. The President is responsible for oversight of every other officer on the team executive board. The President is also in charge of ensuring 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 activities are on the roster and have completed all the required forms on Mountain Lion Connect.

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 safety officer certified in First Aid, CPR and AED 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”.

Student Health Center:
The Student Health Center is committed to providing affordable, quality health care and personalized health education so that students can make informed choices regarding their health. Students are encouraged to take advantage of the Center’s convenient location and reasonable charges. The Student Health Center is available to all actively enrolled students. The SHC may be utilized for routine health care services as well as club athlete physicals.

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 the use of all funds. The treasurer is responsible for submitting an accurate budget report including both revenue and expenses each month as well as an annual budget projection for future fiscal year spending at the end of each Spring Semester.

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.
APPENDIX C – UCCS CLUB SPORTS ASSOCIATION CONSTITUTION

ARTICLE I. Name

Section 1.01 The official name of the organization shall be the University of Colorado Colorado Springs Club Sports Association; hereinafter called the Club Sports Association (CSA)

ARTICLE II. Affiliation

Section 2.01 The Club Sports Association is affiliated with UCCS Department of Campus Recreation, Department of Student Life and Leadership and the Club Sports Program. The CSA will abide by all respective policies and procedures set forth by both departments, the Club Sports Program and UCCS. All business transactions shall be conducted from the Campus Recreation Office with assistance being provided by the Campus Recreation Staff.

ARTICLE III. Purpose

Section 3.01 The overall purpose of the CSA is to enhance student education by offering recreational activities that foster positive development of leadership and teamwork, communication, collaboration, competitive and time management skill, and community and environmental interaction in order to prepare members for life after college.

ARTICLE IV. Membership

Section 4.01 All Club Sports Association members must:
   (a) Have a liability waiver electronically signed and on file
   (b) Have a travel acceptance form electronically signed and on file
   (c) Have an athlete code of conduct form electronically signed and on file
   (d) Have a proof of insurance form electronically signed and on file
   (e) Have a completed medical questionnaire/release on file
   (f) Have a completed club athlete physical form signed by a physician and on file
   (g) Have a competed baseline concussion test on file (Increased Risk Clubs)

Section 4.02 Full Participation
   (a) UCCS Undergraduate and Graduate Students

Section 4.03 Limited Participation
   (a) The following people are eligible for limited participation within the CSA
       1) UCCS Alumni with Campus Recreation Membership
       2) UCCS Faculty
       3) UCCS Professional Staff
       4) UCCS ROTC
       5) CSA approved Advisors
       6) CSA approved instructors and coaches
   (b) These people are not eligible to:
       1) Receive any financial assistance from the CSA
       2) Hold a club officer position
       3) Vote on official club business
ARTICLE V. Meetings

Section 5.01 General meetings of the CSA shall be held monthly during the academic fall and spring semesters excluding holidays and breaks. Additional meetings shall be held if necessary.

ARTICLE VI. Voting Regulations

Section 6.01 Voting Limitations
(a) Every full participating CSA member present may cast one vote per ballot
(b) There must be a minimum of 5 voting members present to establish a quorum
(c) Impeachment requires a two-thirds vote of all eligible voters
(d) In case of a tie, the Coordinator of Club Sports will act as a tie-breaker
(e) Each club may have a maximum of 3 voters per vote; voters must report club affiliation

ARTICLE VII. Club Sports Board (CSB)

Section 7.01 Purpose, Power, Scope
(a) The CSB shall assist in coordinating the activities of the CSA, work to further administrative processes of the CSA, assist with club budget review and planning as well as assist with disciplinary hearings and appeals.
(b) The CSB shall be empowered to represent the collective interest of the Club Sports Association athletes at UCCS. The CSB shall work to promote the CSA and assist in the review and establishment of policies and procedures for CSA operation.
(c) Budget Review
1) The CSB must review all club sports budgets quarterly to help ensure that clubs have no outstanding payments and assist club officers in properly budgeting for their entire season.
2) The CSB shall meet with each club quarterly to review current budget and proposed budget.
3) The CSB shall assist each club when necessary with their SGA funding proposal submission.
(d) Disciplinary Hearings and Appeals
1) The CSB shall assign discipline and/or sanctions to any club found in violation of the CSA or UCCS Student Code of Conduct.
   i) If an individual or club were found to be in violation of the Code of Conduct and the situation were serious enough, the CSB reserves the right to refer the individual or club to Student Affairs.
   ii) All CSB members are restricted from speaking on their club’s behalf when involved in a CSB meeting regarding sanctions for violation in the Code of Conduct.
   iii) The CSB shall hear all disciplinary appeals for the following: inappropriate sanctioning and presentation of new evidence.

Section 7.02 Membership
(a) The CSB shall consist of four to nine members. All UCCS Club Sports Student Athletes are eligible to stand for membership.
(b) The CSB shall be made up of the following:
1) President of CSA
2) Vice President of CSA
3) Treasurer of CSA
4) Program Assistant of Club Sports
5) SGA Member
6) Three Student Ad-hoc Members
7) Coordinator of Club Sports

(c) The membership of positions 1-4 of the CSB shall be comprised of recognized club sport athletes that actively participate on a recognized Club Sports team that is in good standing, and meets the membership requirements of the Department of Campus Recreation, Club Sports program. The membership of positions 5-7 of the CSB are not required to be club sports athletes.

(d) Members must be enrolled in a minimum of six (6) credit hours or at least half time student status to be eligible to serve on the CSB.

(e) The CSB and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.

(f) The CSB shall be advised by the Coordinator for Club.

Section 7.03 Officer duties and responsibilities

(a) President:
1) Oversee all organizational activities.
2) Act as the head of the committee and responsible for implementation of operating procedures.
3) Serve as a liaison to Campus Recreation and other relevant administrative organizations and maintain lines of communication.
4) Coordinate and attend all CSB and general CSA meetings and events.
5) Prepare and conduct meeting agendas.
6) Maintain contact with clubs and their officers.
7) Keep the Coordinator of Club Sports informed of organization activities.
8) Attend any relevant administrative meetings.
9) Represent the organization to any on-campus department or outside agency.
10) Inform incoming president of operating procedures.
11) Facilitate the creation and implementation of any amendments to the CSA Constitution.
12) Ensure Vice President performs required tasks and aid if needed.

(b) Vice President:
1) Assume all duties of the President in the event he or she is unable to complete any of their responsibilities.
2) Set meeting dates and inform officers and other members.
3) Work closely with the President to assist in the development of meeting agendas.
4) Organize CSA events.
5) Run CSB Meetings using Parliamentary Procedure.
6) Ensure Treasurer and Secretary perform required tasks and aid if needed.
7) Communicate regularly with other officers to the CSB.
8) Attend any relevant administrative meetings.

(c) Treasurer:
1) Follow and enforce the guidelines set forth in the Funding section of the Club Sports Handbook.
2) Maintain accounts of each club’s budget.
3) Maintain accounts of each club’s spending histories.
4) Process club’s financial requests with aid from Campus Recreation staff (invoices, reimbursements, contracts).
5) Set date and time for quarterly club budget meetings with the CSB.
6) Organize CSA Fundraisers.

(d) Program Assistant for Club Sports:
1) Keep notes during meetings and events.
2) Keep minutes log for meetings and events.
3) Maintain attendance at CSA and CSB meetings.
4) Ensure all CSB members have document copies.
5) Record voting outcomes.
6) Email CSB members to inform of upcoming meetings and events.

(e) SGA Member
1) Act as a liaison between SGA members and the CSB.

(f) Student Ad-hoc Officers:
1) Each act as a liaison between CSA members and the CSB.

(g) Coordinator of Club Sports
1) Serve as an advisor to the CSB
2) Act as a liaison between the CSA, CSB and UCCS Staff and Community.

Section 7.04 Election of Members
(a) Elections will be held at the last CSA general meeting of every spring semester for the following academic year.
(b) The four elected members of the CSB are elected by the majority vote of full participating CSA members.
(c) Any eligible CSB-Elect that is not present that would like to run for a position must submit a written statement of intent to run to the CSB before the Voting Meeting begins.
(d) The positions will have a term of one academic year.
(e) Elections must follow normal voting procedures.
(f) A maximum of two (2) voting CSB members may represent the same club on the CSB.
(g) No more than one (1) representative per club may serve on the executive board in any given semester. In the event that a lack of individuals interested in serving on the CSB exists, the Coordinator of Club Sports will make the decision to allow more than one (1) representative per club to serve on the CSB.
(h) Reapplication and election is necessary for current members who wish to serve another term.

Section 7.05 Meetings
(a) The CSB will meet bi-weekly during the academic year for their closed meeting.
(b) The CSB will follow basic parliamentary procedure to conduct all meetings.
(c) The CSB requires at least two club members to be present at the request of the CSB to defend business concerning their club.
(d) In order to meet quorum, a minimum of four voting CSB members must be present.
(e) The CSB needs a majority to take action.
(f) In the event of a tie, the motion goes into debate and a re-vote is taken. In the case of a second tie, the Coordinator of Club Sports will case a deciding vote.
(g) Verbal votes are made by a role call and recorded by the Secretary.

Section 7.06 Replacement of Officers
(a) If in the case an officer of the CSB steps down from their position, notification to the other officers of the CSB and members of the CSA must be made at the general CSA meeting one week prior to electing a replacement.

(b) If the position resigned is the President or Treasurer the elections for the replacement must follow the election procedures for the vacated office. The acting officer will be elected to serve the rest of the annual term.

(c) If the position resigned is not the President or Treasurer the position shall remain vacant until the next elections in the last meeting of the spring.

(d) The Coordinator of Club Sports is granted the authority to appoint an acting member at large to the CSB in the case of an inactive officer. Inactive officers would be defined as those ceasing to perform their duties as designated in the CSA Constitution. This decision is at the discretion of the Coordinator of Club Sports.

Section 7.07 Impeachment/Complaint Process

(a) Grounds for impeachment include the following
1) Failure to complete responsibilities listed in the CSA Constitution.
2) Failure to represent the CSB, CSA and UCCS in an appropriate manner
3) Violation of the CSA and/or UCCS Student Code of Conduct.
4) Missing 2 consecutive CSA or CSB meetings and/or missing a total of 4 in the semester.

(b) A formal written request must be submitted the day before a general CSA meeting.

(c) All parties involved will be notified upon receipt of request.

(d) A hearing giving both sides a chance to represent their arguments and time for open discussion shall be held at the following CSB Meeting.

(e) After arguments and open discussion, the member/club in question may be placed on probation until the next general CSA meeting, at the discretion of the CSB.

(f) Elections for a replacement must follow the election procedures if the office I vacated.

(g) The election will be held at the next general CSB meeting.

(h) Any CSB member is able to file a complaint about any member of the CSB. The complaint must be in writing and given to the Coordinator of Club Sports to investigate and take action if needed.

(i) In the case of impeachment, an acting officer will be elected to serve the rest of the annual term.

ARTICLE VIII. Ratification

Section 8.01 This constitution will be ratified by a majority vote by full participating CSA members, operating as the elected governing body of the CSA. Ratification is subject to Campus Recreation approval.

ARTICLE IX. Amendments

Amendments to this constitution may only be made by a two-thirds majority vote by the CSA. Any CSA member may bring about suggestions for amendments. All amendments are subject to Campus Recreation approval.