



METROPOLITAN STATE UNIVERSITYSM
OF DENVER
Campus Recreation

Club Sports

Program Handbook

Last Revised 11/6/2018

Table of Contents

Introduction	4
Mission	4
Vision.....	4
Inclusion	4
Accessibility.....	4
MSU Denver's Notice of Non-Discrimination.....	4
Student Code of Conduct.....	5
MSU Denver	5
University of Colorado Denver.....	5
Community College of Denver	6
Participant Health and Safety	6
Primary Assumption of Risk	6
Inherent Risks.....	6
Participation Waiver	6
Participant Health Insurance	7
Participant Health History.....	7
Concussion Tracking.....	7
Starting a New Club Sport.....	8
Club Approval and Recognition.....	8
Executive Board	8
Elections.....	8
Constitutions.....	8
Budget Forecasts.....	8
Member Eligibility	9
All Members.....	9
MSU Denver Student Members.....	9
Ineligible Members	9
Monthly Leadership Meetings	9
Finances	10
Member Dues	10
Distributed Funds.....	10
Fundraising.....	11

Donations.....	11
Financial	11
In-Kind.....	11
Tracking Finances.....	11
Purchasing.....	11
Special Purchase Orders (SPO).....	12
Purchase Orders (PO).....	12
Reimbursements/Refunds	12
Travel	12
Pre-Payments and Reimbursements	12
On-Campus Facility Requests.....	13
PE Building	14
Regency Athletic Complex (RAC)	14
Classrooms	14
Outdoor Spaces.....	14
Off-Campus Facility Rentals	14
Coaches.....	14
Responsibilities	14
Hiring Process.....	15
Volunteer (unpaid).....	15
Advisors.....	15
Responsibilities	15
Officials	15
Certified Athletic Trainer (ATC).....	16
Club Sport Benefits	16
Community Service/Philanthropy.....	16
Club Sport Banquet	16
Contact Information.....	16

Introduction

This document serves as the foundation for Metropolitan State University of Denver's Club Sports program within Campus Recreation. All Club Sport clubs and members shall uphold the policies and procedures detailed in this document. Failure to comply, may lead to the revocation of a club's approval and recognition, a member's eligibility to participate in the program, notification of the Office of the Dean of Students and/or legal action.

Mission

The program provides students an opportunity to promote and develop their individual, athletic interests in an organized fashion with others who share the same passions.

Vision

To make every member a champion.

Inclusion

Campus Recreation and the Club Sports program ensure that all members feel welcome to participate in all activities and program offerings by embracing inclusivity and adhering to MSU Denver's Notice on Non-Discrimination. The Club Sports program and Club Sport clubs may not discriminate because of race, color, disability, religion, national origin, sex, sexual orientation, gender identity, gender expression, age or status. There is no place in recreation or athletic competitions for racial slurs, derogatory comments, homophobic comments, hate speech or any behavior that is intimidating or threatening to anyone. This type of conduct is unacceptable, and the Club Sports program maintains a position of zero-tolerance for offenses.

Accessibility

Reasonable accommodations to participate may be requested at any time. Contact the Assistant Director of Recreation and Leadership (Assistant Director) to schedule a meeting to address the request. Requests need to be made as early as possible to allow adequate time to arrange for the possible accommodation(s).

MSU Denver's Notice of Non-Discrimination

MSU Denver complies with all federal laws, executive orders and regulations regarding affirmative action and equal opportunity, as well as all civil rights laws of the state of Colorado. MSU Denver, therefore, employs every means to eliminate discrimination on the basis of race, color, disability, religion, national origin, sex, sexual orientation, gender identity and expression, age or status, such as Vietnam-era or disabled veteran, in all matters of education and employment opportunity provided by the University.

The responsibility for ensuring that discrimination does not occur rests with all members of the University community. Allegations of discrimination should be reported to the Office of Equal Opportunity at 303-615-0036, Student Success Building, 440. Depending on the outcome of an investigation, corrective actions or sanctions may be applied.

<https://msudenver.edu/deanofstudents/sexualmisconducttitleix>

Student Code of Conduct

All Club Sport members are expected to know and adhere to the policies of MSU Denver Campus Recreation and to their respective institution's Student Code of Conduct.

MSU Denver

MSU Denver expects its students to be accountable for their conduct and to represent the University in a positive, responsible manner. The *Student Code of Conduct* exists to provide parameters for students and their behavior as they represent the University during the entirety of their enrollment. University jurisdiction applies to student conduct that occurs on- or off-campus, including while a student or organization is participating in University-sponsored activities such as study-abroad and student-travel programs. The University may adjudicate off-campus conduct when the continued presence of the student is likely to interfere with the educational process or the orderly operation of the campus; is likely to endanger the health, safety or welfare of the University community; or the offense committed by the student is of such a serious nature as to adversely affect the student's suitability as a member of the University community. The *Student Code of Conduct* shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. In relevant cases, the student's use of electronic media in violating a standard of conduct may be considered in the adjudication process regardless of where the electronic media originated.

<http://catalog.msudenver.edu/content.php?catoid=23&navoid=1405>

University of Colorado Denver

University of Colorado Denver (CU Denver) strives to make the campus community a place of study, work and residence where people are treated, and treat one another, with respect and courtesy. CU Denver views the student conduct process as a learning experience which can result in growth and personal understanding of one's responsibilities and privileges within both the university community and the greater community. Students who violate these standards may be subject to the actions described below. These procedures are designed to provide learning opportunities dedicated to fairness to all who are involved in the conduct process. As members of the CU Denver community, students are expected to uphold university standards, which include abiding by state, civil, and criminal laws and all university laws, policies and standards of conduct. These standards assist in promoting a safe and welcoming community; therefore, all students must uphold and abide by them.

As a community we strive to learn from one another in an educational environment that holds mutual respect for individuals and self-responsibility for behaviors impacting the campus and surrounding community in high regard. Students who engage in behavior that conflicts with established standards, laws, policies and guidelines may be referred for conduct proceedings. Every member of the student community must assume responsibility for knowing and understanding the various university and housing standards, laws, policies and guidelines. It is against the basic nature of the university and greater community for anyone to demean or discriminate against another human being. A caring, educational community does not tolerate physical or psychological threats, harassment, intimidation or violence directed against a person. Students engaging in such behavior are subject to the university conduct processes.

<http://www.ucdenver.edu/life/services/standards/Documents/CUDenver-CodeofConduct.pdf>

Community College of Denver

Community College of Denver (CCD) values involvement, integrity, lifelong learning and excellence. In the spirit of these values, we have the expectation that students adhere to a Code of Conduct, which is reflective of the values of the college.

The Office of Student Conduct believes that student learning takes place outside the classroom as well as inside the classroom. Their goal is to use the conduct process as a tool for educating the student on personal conduct, ethical reasoning and community responsibility. They will treat each case individually and each student with respect. They will involve the entire community in a culture of conversation, where reporting is a natural byproduct of a sincere commitment to the safety, security and learning environment of the campus.

The Code of Conduct for CCD coincides with The Colorado Community College System policy on Student Disciplinary Procedure. According to CCCS policy SP 4-30, students are expected to adhere to the Student Code of Conduct, and policies and procedures of the college.

<https://www.ccd.edu/administration/non-academic-departments/office-student-conduct/student-code-conduct>

Participant Health and Safety

Primary Assumption of Risk

Participation in the Club Sports program is voluntary and not required nor mandatory. Participants in the Club Sports program understand that there are inherent risks associated with the activities offered.

Inherent Risks

Inherent risks, hazards and dangers are associated with every recreational activity, including participation in the Club Sports program. The potential for personal injury exists. MSU Denver, Campus Recreation, the Club Sports program and agents thereof will not assume any responsibility for injuries or damage to personal property resulting from participation in the Club Sports program. Inherent risks could include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of one's body, general health and well-being.

Participation Waiver

Members are required to sign the Club Sport Participation Waiver and agree to the Release of Liability statement before participating in tryouts, practices, exhibitions or competitions. The Club Sport Participation Waiver is located online at www.msudenver.edu/campusrec/club-sports.

"The undersigned realize that it is a privilege to be a Club Sport member within Campus Recreation and agree to obey all rules and regulations governing the use of Campus Recreation's facilities (including rental spaces), programs and services. Campus Recreation prohibits physical abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or

safety of any person or violates any campus rule or policy. The staff of Campus Recreation reserve the right to remove individual(s) from facilities, programs and services who in their judgment violates campus rules or policies, misuses equipment or commits any act detrimental to the best interests of the campus community. Such individuals may be subject to discipline under the various campus disciplinary codes, local ordinances, or state laws. Failure to comply with the request to leave the facility will result in notification of the Auraria Campus Police Department and may subject the individual to arrest.

In consideration of being permitted to participate in Campus Recreation programs, services and events, the undersigned, hereby: release and hold harmless Metropolitan State University of Denver and the Department of Campus Recreation from all claims, losses, damage or expenses because of personal or bodily injury incurred or caused by me or my guest during or in conjunction with the above-mentioned activity. The undersigned further recognizes that participation in such extracurricular activities is voluntary and is not required or mandatory.

In filling out this form, the undersigned acknowledges that they fully understand the risk that is inherent to these activities, up to and including: serious neck and spinal injuries which may result in complete or partial paralysis; serious injury to virtually all internal organs including brain damage and blindness; serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of one's body; general health, well-being and death. Furthermore, I have read and fully understand my liability and do accept the restriction."

Participant Health Insurance

Either through their own or institution's provider, all Club Sport participants must possess and provide a personal health-insurance policy to assist with medical bills incurred as a result of any injuries sustained while participating in the Club Sports program.

Participant Health History

Relevant health information is collected by Campus Recreation on the Club Sports Member Registration Form and is kept secured in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As such, all records are confidential and will not be released to anyone without the patient's written authorization, except when the record is subpoenaed by court order or required by public health law. The Club Sports program will require the disclosure of the following information to participate in the program.

- Known concussion history
- Allergies
- Relevant medical considerations
- Emergency contact info

Concussion Tracking

The Club Sports program tracks the concussion history of each participant. Participants must complete annual Concussion Awareness training provided by Campus Recreation. Club Presidents and team captains must immediately notify the Assistant Director of an incident that led to a concussion. The Club Sports program will follow the medical advice from the participant's health insurance provider, including a "Return to Play" date. Furthermore, a participant who suffers a concussion shall not participate in physical activities of the club (practices and contests) for at least 72-hours from the time of the disclosed incident.

Starting a New Club Sport

1. Find other interested students. A minimum of four MSU Denver students are needed to start a Club Sport and serve as the executive board.
NOTE: If a club is based on a team sport, the minimum for that sport must also be met.
2. Schedule a meeting with the Assistant Director to obtain the necessary paperwork and to discuss the future of the club sport.
3. Draft a constitution that will be ratified by all members at the club's first official meeting.
4. Develop a budget that forecasts the fiscal year of the club sport (July 1 – June 30)
5. Find a current MSU Denver non-contracted employee to serve as the club's advisor.
6. Schedule a follow-up meeting with the Assistant Director to verify all completed paperwork and to seek club approval and recognition from Campus Recreation.

Club Approval and Recognition

1. To be officially **approved**, a club sport must have an advisor, an executive board, a ratified constitution, a budget forecast and an account balance at or above \$0.00 by June 30 of every year (the end of the fiscal year).
2. To be officially **recognized**, an approved club sport must have an established history with MSU Denver consisting of at least one operating year.
NOTE: First-year clubs may only receive up to \$200 in funding until they become officially recognized. See Finances section for more details on club funding.

Executive Board

At the beginning of each academic year, the club's voting body must elect separate presidents, vice presidents, secretaries and treasurers. Only MSU Denver students who meet the member eligibility requirements of this document, and that have an active membership with the club, may serve on a club's executive board. See the Club Sport Constitution Guide at www.msudenver.edu/campusrec/club-sports for the specific roles and responsibilities of each position.

Elections

All members, including the current executive board, comprise a club's voting body. Advisors and coaches are prohibited from voting in club elections unless serving as a tie-breaker in a run-off election (this process must be detailed in the club's constitution).

Constitutions

All club sports must have an approved and ratified constitution that follows the template provided by Campus Recreation. New constitutions must be ratified every year following the process detailed in the club's previously ratified version. Additional player contracts or agreements can coincide, *but may not supersede*, a club's ratified constitution.

Budget Forecasts

When a club sport registers with Campus Recreation, they must submit a budget forecast for the academic year considering five main funding sources: member dues, distributed funds, ticket sales, fundraising and donations. Budget forecasts must follow the template provided by Campus Recreation

and must range from July 1 to June 30. Budget forecasts must include all of the information outlined in the template, but may include additional items.

Member Eligibility

All Members

With the exception of advisor and coaches, a member must be a currently enrolled student at either MSU Denver, University of Colorado Denver, or Community College of Denver.

In addition to upholding the requirements listed in their club's ratified constitution, all members, including coaches and advisors, are required to complete the following forms and trainings:

- Club Sport Member Registration
- Club Sports Program Handbook Acknowledgement
- Club Sport Participation Waiver
- Concussion Safety Training

All members of clubs that receive distributed funds from MSU Denver's Student Affairs Board (SAB) must have a current and active membership with Campus Recreation.

- On-campus MSU Denver students receive a Campus Recreation membership with their student fees each semester. Non-MSU Denver students can visit www.msudenver.edu/campusrec/memberships for information on current membership rates.
- Membership activation can be completed at the Front Desk or Fitness Center during normal operating hours. A Campus ID card is required as is a class schedule if activating a student membership.

NOTE: Student-members of a club that does not receive distributed funds from the SAB are not required to have a current Campus Recreation membership.

MSU Denver Student Members

All MSU-Denver student-members must maintain a cumulative GPA at or above a 2.0 and be in good academic standing.

Ineligible Members

- Current NCAA varsity athletes within the same academic year are prohibited from participating in their congruent club sport.
- Any person that has, or held, professional-level status in the congruent sport.

Monthly Leadership Meetings

This is an opportunity for executive boards to discuss operations and departmental policies of the Club Sports program. Attendance of at least one officer from each club is required and mandatory. Should these meetings fall during a team activity (practice, competition, etc.), the advisor or team manager may stand in. These meetings provide clubs the opportunity to coordinate activities with other clubs, discuss club operations, ask specific questions about policies and procedures, receive updates on account balances and provide feedback to the Campus Recreation professional staff. The Assistant Director will schedule these meetings and notify club presidents via their official MSU Denver email address.

Finances

After establishing approval from Campus Recreation, each club is given their own official MSU Denver financial account. All funds collected, with the exception of financial donations, must be deposited into the club's financial account. Financial donations are deposited into The Foundation. More information on donations can be found in the Donations section of this document.

Clubs are prohibited from using personal bank accounts for club finances. This is strictly regulated and is for the financial safety of all participants. Failure to comply with this policy will lead to the revocation of a club's approval and official recognition by the University, and may or may not include legal action.

NOTE: Account balances must be at or above \$0.00 by June 30 of every year or the club will not be approved to continue to operate.

Member Dues

Collecting dues from members is vital for a club to operate successfully. The club, well in advance of any tryouts or practices, should set the actual dues amount based on their submitted and approved budget proposal. Dues should be a flat rate for all members regardless of gender or returning status.

Member dues may be used for the following items; however, reviewing additional items with the Assistant Director may be requested:

- League fees
- Tournament fees
- Equipment and apparel that will remain a participant's property
- Coaching fees
- Food purchases
- Transportation (rental cars, hired drivers, parking fees, tolls)

Distributed Funds

Upon approval of a club sport's budget forecast by the Assistant Director, each club will be allocated a portion of distributed funds to help support their activities. The total funds allocated to the Club Sports program varies from year to year and is determined by the SAB. This funding will only be provided to clubs on the conditions that they deposit funds into their MSU Denver financial account and that all members have current and active Campus Recreation memberships.

Each club will receive a percentage of the total amount allocated by the SAB determined by the financial need expressed in the club's budget forecast for the following fiscal year. The amount will be need-based and determined by the Director of Campus Recreation and the Assistant Director after meeting with the executive board of the club. The amount awarded to a club can be decreased should the club not perform or complete the tasks detailed in this document (not attending leadership meetings, failing to submit reimbursement receipts on time, making purchases without prior approval, using unapproved logo etc.) This decrease will hit a club's financial account the following semester.

Distributed funds may be used on the items listed below. All items purchased with these funds remain the property of MSU Denver and participants must return these items at the end of the season or if they should leave the club for any reason. Failure to do so may lead to the revocation of a team's approval or recognition and can lead to the club being disbanded.

- Home game/contest personnel (officials, athletic trainers, supervisors, etc.)
- Facility rentals

- Transportation to away competition (gas reimbursements only)
- Lodging costs for travel up to 250 miles from the Auraria Campus
- Two hours of practice per week
- Uniforms and equipment that will be owned by the school and returned at the end of the season (must be usable for at least 3 years)

NOTE: Clubs operating in their first year and seeking recognition for the following year are only eligible for up to \$200 in distributed funds.

Fundraising

Clubs are encouraged to organize fundraising opportunities. All funds collected from fundraising efforts must be deposited into the club sport's financial account.

Donations

Clubs sports are encouraged to seek and receive financial and in-kind donations addressed to the club.

Financial

All financial donations given to support a club sport must be directed to the MSU Denver Foundation Inc. The Foundation is a non-profit, direct-support corporation whose mission is to promote the development and general welfare of the University by receiving, investing and administering private support. 6% of all financial donations will be retained by The Foundation for tax purposes, but the remaining funds will be reallocated to the club sport's financial account directly.

In-Kind

Donations in the form of equipment and supplies are permissible. All items donated to the team need to be inventoried and its use tracked by the club's executive board. In-Kind donations remain the property of MSU Denver and not the individual or the club.

Tracking Finances

Each club sport's treasurer is required and responsible for keeping records of all transactions made on behalf of the club. The Assistant Director will also track all transactions, which will serve as the official record.

Purchasing

The Assistant Director must approve all club purchases prior to making any commitments or payments; however, the club may obtain quotes from a vendor directly. Contest personnel and fees may be directly invoiced with prior approval. Unapproved purchases and invoices may lead to revocation of a club's official approval and recognition, the club being disbanded and/or legal action.

- **Payment by MasterCard is the desired method.** Campus Recreation will contact the vendor to make all payments. If the vendor cannot take MasterCard payments, a Special Purchase Order (SPO) or a Purchase Order (PO) must be established.
- If a vendor is to be paid with club funds, an invoice must be turned in to the Assistant Director and it must clearly be labeled as an "Invoice", not a "Quote" or "Order Form".
- Invoices not pre-approved by the Assistant Director will not be paid by Campus Recreation, MSU Denver or with a club sport's distributed funds.
- All payments requiring a check must have a SPO or PO in place and take up to three weeks to process.
- **Invoices cannot be paid between June 15-July 15.** This moratorium period allows our Accounts Payable department to take care of all outstanding invoices and make sure all paperwork is processed for the new fiscal year.

Special Purchase Orders (SPO)

If purchasing needs require a check and the vendor is to be paid up to \$10,000 in one fiscal year, a SPO must be established.

- Because the University's fiscal year runs from July 1–June 30 every year, new SPO requests cannot be turned in or approved and **no invoices can be paid between June 15-July 15**. This moratorium period allows for the Accounts Payable department to take care of all outstanding invoices and make sure all paperwork is processed for the new fiscal year.
- Creating a new SPO takes 3-4 weeks and payments will not be available until this is established. It is the responsibility of the club to inform the vendor about the adequate time needed to address this process.

Purchase Orders (PO)

- If purchasing needs exceed \$10,000.01 from one vendor in one fiscal year, a PO must be established.
- Because the University's fiscal year runs from July 1-June 30 every year, new SPO requests cannot be turned in or approved and **no invoices can be paid between June 15-July 15**. This moratorium period allows for the Accounts Payable department to take care of all outstanding invoices and make sure all paperwork is processed for the new fiscal year.
- Creating a new PO takes 3-4 weeks and payments will not be available until this is established. It is the responsibility of the club to inform the vendor about the adequate time needed to address this process.

Reimbursements/Refunds

All reimbursements and refunds will be made via a check from MSU Denver, and all requests take 3-weeks to process. The Accounts Payable department requires this much time to process the paperwork. Should a request for reimbursement or refund be made without accounting for the 3-weeks needed to process the payment, members will be asked to incur all expenses on their own. Itemized receipts are required for all purchases seeking reimbursement. No receipt = no reimbursement or refund. All receipts for permissible reimbursements must be submitted within 14 days of the conclusion of the event or trip.

*NOTE: All check requests require an SPO or PO to be established, **unless for a receipt-reimbursement**, and can take up to 3-4 weeks to process in addition to the time it may take if a SPO or PO needs to be established first.*

Travel

Club sport travel is allowed on a regional level not to exceed a 250-mile radius. If club travel should require travel more than 250 miles, a meeting must be scheduled with the Assistant Director to explain the reason for the trip and to seek special approval.

NOTE: Failure to notify the Assistant Director of travel, or failure to fill out the appropriate travel papers, will void all responsibilities of MSU Denver and Campus Recreation and may lead to the revocation of a club's approval and recognition and may lead to the club being disbanded.

Pre-Payments and Reimbursements

- At least three weeks advanced notice is required for pre-payment requests. If the request is made between 7-20 days in advance, all permissible and associated costs will be reimbursed through the club's financial account post-trip. **Travel requests with less than 7-days' notice cannot be prepaid and no incurred expenses will be reimbursed with club funds post-trip.**

- All receipts for permissible reimbursements must be submitted within 14-days of the conclusion of the event or trip. If a club continuously turns in receipts/reimbursement paperwork after the 14-day deadline, the department will no longer prepay for any expenses. Clubs are allowed one warning before the department will no longer prepay for any expenses.
- A travel roster must be submitted to the Assistant Director 14-days prior to any trip outside the Denver-Aurora-Lakewood metropolitan area can be taken. All players on that roster must have a completed liability waiver on file. If a travel roster is not submitted before travel begins, all expenses will be the obligation of the club members, even if the club has agreed to pay with club funds. The United States Office of Management and Budget has delineated the Denver–Aurora–Lakewood, CO Metropolitan Statistical Area consisting of ten Colorado counties: the City and County of Denver, Arapahoe County, Jefferson County, Adams County, Douglas County, the City and County of Broomfield, Elbert County, Park County, Clear Creek County, and Gilpin County.
- If private vehicles are driven, proof of insurance must be shown before travel is authorized. Reimbursement on mileage driven in private vehicles will be determined by the State of Colorado and disclosed on either the MSU Denver Travel Authorization form or Mileage Reimbursement form.
- If a security deposit is required for any lodging, the club is fully responsible for covering this cost and cannot be reimbursed for any portion of the security deposit that is not returned after the trip is complete.
- Rental cars, vans and/or buses cannot be prepaid by the department, but related costs can be reimbursed.

Items that CAN be pre-paid or reimbursed:

- Conference/Workshop registration fees
- Lodging costs
- Airfare

Items that CANNOT be pre-paid, but CAN be reimbursed:

- Food and drinks (besides alcohol)
- Rental cars, vans and/or buses
- Mileage

On-Campus Facility Requests

The Assistant Director can help identify the best location for a club’s needs. Campus Recreation may sponsor on-campus facility requests, which often removes a financial obligation from the club. However, each reservation has its own requirements detailed by the Auraria Higher Education Council (AHEC) who officially approves all reservations made on the Auraria Campus, with limited exceptions. The policies and procedures of AHEC shall be upheld and maintained by all participants during the scheduled event. All requests for space on the Auraria Campus must be sent to the Assistant Director and require a minimum notice of 14 days.

If a space is damaged due to play, practice or any club activity, the responsible club will be assessed from their club account the cost of all repairs to the space in question. Should any club violate this policy, they may be suspended for one year and all remaining activities for the season will be canceled.

PE Building

Space and time in the PE Building can be limited due to the shared use of the facility between Campus Recreation, academic departments and the Athletics department. Requests for space in the PE Building can include the following areas; however, requests will not be considered until after the above listed departments reserve space each semester:

- West, Center and East courts (PE104)
- Academic Classrooms
- Lobby/Atrium (PE103)
- Conference Rooms (PE001 and PE202)
- Squash/Racquetball Courts (PE111C-F)

Regency Athletic Complex (RAC)

All requests for field use at the RAC must be sent to the Assistant Director and approved by MSU Denver's Athletics department. Time is extremely limited and most requests cannot be accommodated. The Athletics department often reserves one night each week for the Club Sports program, but it is not mandatory and may or may not be available each semester at their discretion.

Classrooms

Academic classrooms may be reserved all over campus and in almost all Auraria Campus buildings.

Outdoor Spaces

Auraria Campus offers a number of outdoor spaces suitable for receptions, festivals and recruitment events. Historic 9th Street Park, Tivoli Commons, Tivoli Square, and other outdoor locations are free-of-charge to student and campus groups.

Off-Campus Facility Rentals

A club may rent off-campus facilities to help accommodate their practice and contest needs. All policies and procedures of the governing agency must be adhered to. The club is responsible for all financial payments following the purchasing rules detailed in the Finances section of this document.

If a space is damaged due to play, practice, or any club activity, and a penalty fee is issued, the responsible club will be assessed from their club account the cost of all repairs to the fields in question. Should any club violate this policy, they may be suspended for one year and all remaining activities for the season will be canceled.

Coaches

Coaches are not required of teams by Campus Recreation, however may be required by leagues and/or conferences. Coaches with certifications may be required if safety is a concern. Coaches are interviewed and selected by the club's executive board. Positions are not guaranteed; a coach may leave at any time or be asked to leave at any time. While players can act as coaches, they cannot be paid.

Responsibilities

The coach's first and foremost responsibility is to ensure that the club is maintaining safety during events. Further responsibilities include the following:

- Ensure MSU Denver is positively represented at all times
- Must be aware of and follow all MSU Denver and Campus Recreation policies and procedures relative to the Club Sports program

- Restrict their contributions to coaching and refrain from activities involved in the management of the club sport
- Maintain a current CPR/First-Aid/AED certification and submit the certification document to Campus Recreation to be kept on file
- Adhere to FERPA and HIPAA laws

Hiring Process

The process for hiring a coach depends on various legal requirements and employment-type status. Human Resources (HR) and Accounting Services (AS) will determine all hiring processes; therefore, all requests to hire coaches must be emailed to the Assistant Director and a meeting will be scheduled to address the specific requirements.

- Coaches may be paid for their services; however, they do not become an employee of MSU Denver, but are considered an independent contractor.
- Any financial obligation to a coach will come directly from a club's budget and the payment process will be determined by their employment-type status defined by HR and AS.

Volunteer (unpaid)

Coaches wishing to volunteer their services must complete a MSU Denver Volunteer form and pass a background check. Volunteers must contact the Assistant Director to acquire the required forms and pertinent information.

Advisors

All Club Sport advisors must be a current and non-contracted MSU Denver employee.

Responsibilities

The advisor's main responsibility is to ensure that the club is maintaining safety and operating in a controlled manner. Further responsibilities also include the following:

- Ensure MSU Denver is positively represented at all times
- Provide guidance during the development and/or evaluation of the club sport's organizational structure
- Maintain proper use of the MSU Denver brand, logo and editorial standards
- Assist the club sport's executive board develop and uphold their constitution, rules and bylaws
- Guide the club sport's executive board to complete the required paperwork and processes of purchasing, reimbursements, travel authorization, budget proposals, the hiring and firing of coaches and any mandatory trainings of MSU Denver or Campus Recreation
- Support the club sport's executive board when making student conduct decisions and help the club navigate any grievance procedures or formal complaints
- Help provide and maintain a smooth transition on an annual basis for the club sport
- The advisor is not required, but is encouraged, to coordinate or attend any meetings, practices, events or games
- Report sexual harassment, Title IX matters and illegal or illicit behavior to the Assistant Director

Officials

Clubs hosting home contests must supply and pay officials. Payment of these officials must be done through the Assistant Director and invoices must adhere to the purchasing requirements outlined in this document. Officials must meet satisfactory standards/qualifications of the club's league/conference. An assignor may be used, though note that fees may be assessed for these services.

Certified Athletic Trainer (ATC)

An ATC must be present at any event hosted by a club sport where physical activity takes place, especially when visiting clubs/teams are involved. ATCs must be vetted by the Assistant Director. ATCs must provide their own medical supplies. Campus Recreation will provide Automated External Defibrillators (AED), however it is the responsibility of each club to pick up and return them to the Campus Recreation office in a timely manor.

Club Sport Benefits

- Use of Campus Recreation's copy machine with up to 200 copies per year. 1-day notice required.
- Annual funding based on a club sport's needs and expenses if the club meets the requirements for receiving Distributed Funds detailed in that section of this document.
- Recognition by MSU Denver as an official club sport, which is a requirement for most leagues and tournaments
- Marketing and recruitment assistance
- Fundraising guidance
- Facility scheduling assistance
- Discounts on equipment and apparel

Community Service/Philanthropy

All club sports are required to complete one community service project or participate in one philanthropic event every academic year. Each club must complete a minimum of eight hours of service, which can be split between multiple events and members. All club sports that acquire more than the minimum requirement of eight hours will be eligible to receive a special recognition award at the annual Club Sport Banquet.

Club Sport Banquet

Campus Recreation will host a Banquet and Award Ceremony for the members in the Club Sports program at the end of every spring semester. This event will honor all clubs, highlighting members and clubs who made significant contributions to the program and/or MSU Denver. Event details and invitations will be made available via email to executive boards to distribute to their members when confirmed.

Contact Information

David Lamothe | Assistant Director of Recreation and Leadership

Campus Recreation

Metropolitan State University of Denver

1255 10th Street, Denver, CO 80204

303-615-1349 (office)

dlamothe@msudenver.edu

www.msudenver.edu/campusrec

Pronouns: he/him/his

Diane Yee | Director

Campus Recreation

Metropolitan State University of Denver

1255 10th Street, Denver, CO 80204
303-615-1383 (office)
dyee1@msudenver.edu
www.msudenver.edu/campusrec
Pronouns: she/her/hers