



METROPOLITAN STATE UNIVERSITYSM
OF DENVER
Campus Recreation

Club Sports

Program Handbook

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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
 - CU Denver 5
 - Community College of Denver 6
- Participant Health and Safety 6
 - Primary Assumption of Risk 6
 - Inherent Risks..... 6
 - Waivers 6
 - Participant Health Insurance 6
 - Participant Health History..... 7
 - Concussion Tracking..... 7
- Starting a New Club Sport 7
- Club Approval and Recognition..... 7
 - High Impact Sports..... 7
- Executive Board 8
 - Elections..... 8
- Constitutions..... 8
- Budget Forecasts..... 8
- Participant Eligibility 8
 - All Participants 8
 - Student Participants..... 8
 - Ineligible Participants..... 9
- Monthly Leadership Meetings 9
- Brand Use..... 9
- Finances 9
 - Member Dues 10

Distributed Funds.....	10
Fundraising.....	10
Ticket Sales.....	10
Donations.....	11
Financial	11
In-Kind	11
Tracking Finances.....	11
Bank Accounts.....	11
Purchasing.....	11
Purchase Orders.....	11
Reimbursements/Refunds	12
Travel	12
Pre-Payments and Reimbursements	12
Items that CAN be pre-paid or reimbursed:	13
Items that CANNOT be pre-paid, but CAN be reimbursed:	13
On-Campus Facility Requests.....	13
PE Building (the gym)	13
Assembly Athletic Complex (the AAC)	13
Classrooms	13
Outdoor Spaces.....	14
Off-Campus Facility Requests	14
Coaches.....	14
Responsibilities	14
Hiring Process.....	14
Paid.....	15
Volunteer	15
Advisors.....	15
Responsibilities	15
Officials	15
Club Benefits.....	15
Community Service/Philanthropy Requirement.....	16
Club Sport Banquet.....	16
Contact Information.....	16

Introduction

This document serves as the foundation for Metropolitan State University of Denver's Club Sport Program with Campus Recreation. All Club Sport teams and members shall uphold the policies and procedures detailed in this document. Failure to comply with the policies and procedures in this document may lead to the revocation of a team'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

To provide the students, faculty, and staff of all three institutions on the Auraria Campus with an opportunity to promote and develop their individual athletic interests in an organized fashion with others who share the same interests.

Vision

To make every member a champion.

Inclusion

Campus Recreation and the Club Sport 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 Sport program and Club Sport team 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 Sport program maintains a position of Zero Tolerance for offenses - treat each other with respect and dignity at all times.

Accessibility

Reasonable accommodations to participate may be requested at any time. Contact Campus Recreation's Assistant Director of Recreation and Leadership 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 (EOO) at 303-615-0036, Student Services 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

Metropolitan State University of 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>

CU 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. The university 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 University of Colorado Denver (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

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. Our goal is to use the conduct process as a tool for educating the student on personal conduct, ethical reasoning and community responsibility. We will treat each case individually and each student with respect. We 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 the Community College of Denver 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 is 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 Club Sports. The potential for personal injury exists. MSU Denver, 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.

Waivers

Club Sport participants are required to agree to the general liability waiver statement listed below before being allowed to participate in tryouts, practices, exhibitions or competitions. The Club Sport Participation Waiver is located online at www.msudenver.edu/campusrec/sports

Participant Health Insurance

Either through their own provider or through their 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 Sport program will require the disclosure of the following information to participate in the program.

- Allergies
- Relevant medical considerations
- Emergency contact info

Concussion Tracking

Team Presidents must immediately notify the Assistant Director of Sports of an incident that led to a concussion. The Club Sport program will follow the medical advice from the participant's health insurance provider or primary care physician, including a "Return to Play" date, and a participant who suffers a concussion shall not participate in physical activities of the club (practices and contests that are active in nature) for at least 72-hours from the time of the incident.

Starting a New Club Sport

1. Find other interested students. A minimum of four (4) MSU Denver students are needed to start a Club Sport and form the executive board.
NOTE: A team-based club sport must also have at least the minimum number of members needed to field a team.
2. Schedule a meeting with Campus Recreation's Assistant Director of Sports to obtain 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 Campus Recreation's Assistant Director of Sports 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 club sports only receive \$200 in funding until they become officially recognized. See Finances section for more details on club funding.

High Impact Sports

Club Sports designated as High Impact by Campus Recreation must adhere to the following additional requirements:

1. A certified athletic trainer must be present at all home contests, provided by Campus Recreation and paid for by the club.

2. A coach holding a current CPR/AED/First Aid certification must be present at all contests and practices.

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 meeting the Participant 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 Constitution Template in the Appendix for the specific roles and responsibilities of each position.

Elections

Student-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 tiebreaker in a run-off election (this process must be detailed in the club's constitution).

Constitutions

A club must have an approved and ratified constitution. New constitutions must be ratified every year following the process detailed in the club's previously ratified constitution. Additional player contracts or agreements can coincide *but may not supersede* a club's ratified constitution.

Budget Forecasts

Budget forecasts 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.

Participant Eligibility

All Participants

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 Sport Participation Waiver

Student Participants

- Any student currently enrolled at one of the three institutions of higher education on the Auraria Campus (MSU Denver, Community College of Denver, University of Colorado Denver) are eligible to tryout for and be listed on the roster of a MSU Denver Campus Recreation Club Sport team (*see NOTE below)

NOTE: A club sport team's National Governing Body, League or Tournament Host may limit official team rosters to only allow MSU Denver students to represent MSU Denver. That potential policy will be upheld by the MSU Denver Club Sport Program.

- All student members must maintain a cumulative GPA at or above a 2.0
- All student members must be in *Good Academic Standing* with their institution.
- All student members of a Club Sport team must have a current and active membership with MSU Denver Campus Recreation.

- All student-members are required to go to the Front Desk of the PE Building, PE108, to activate their membership and encode their Student-ID each semester, including the summer.
- Campus Recreation membership fees for MSU Denver students enrolled in on-campus classes are included in their student fees each semester, however, activation at the front desk is required.
- Visit www.msudenver.edu/campusrec/memberships for information on current membership rates for non-MSU Denver students.

Ineligible Participants

- Current 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 Sport program. Attendance from at least one officer from each club is required and mandatory. 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 full-time staff. Meetings are scheduled by the Assistant Director of Sports, and Club Presidents will be notified via their official MSU Denver email address.

Brand Use

- Any and all use of any MSU Denver TM or SM graphic, logo, departmental image and/or the Club Sport Shield Logo and specific Club Sport Team Shields must be approved in writing from the Assistant Director of Sports in advance of its use.
- Use of any above-mentioned TM or SM item must be approved by University Strategic Marketing and Communication department, the Athletic department, **and** Campus Recreation.
- Unapproved use will result the University issuing a cease-and-desist order and will require the items/apparel be destroyed at no cost to the University or Campus Recreation.
- All game-worn uniforms/apparel must have the Club's specific Shield Logo or the general Club Sport Shield logo shown somewhere on the overall uniform.
 - Doesn't have to be on every single piece
 - For example, it could be on the jersey but not on the shorts
 - Another example, it doesn't have to be on both gloves, the hat, the jersey, the socks, the shorts and the helmet – just somewhere on one piece of the overall uniform.

Finances

When a club registers with MSU Denver Campus Recreation, they must submit a budget forecast for the academic year. There are four main funding sources for a club sport: member dues, distributed funds from MSU Denver Campus Recreation, fundraising, and donations. Club 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 until a zero or positive balance is attained. **All funds must be deposited into the club's financial account with the University – use of personal bank accounts and p2p apps (Venmo, for example) are strictly forbidden.**

Member Dues

Collecting dues from members is vital for a club to operate successfully. The club, well in advance of any tryouts taking place or a first practice being held, should set the actual dues amount based on their submitted and approved budget proposal.

Member dues may be used for the following items, however, reviewing additional items with the Assistant Director of Sports is allowed:

- 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's budget forecast by the Assistant Director of Sports, each club may be allocated a portion of distributed funds from MSU Denver Campus Recreation to help support their activities. This funding will only be provided to clubs on the condition that they deposit funds into their MSU Denver financial account.

Each club will receive a percentage of the total amount allocated by MSU Denver Campus Recreation based the financial need expressed in the club's budget forecast for the fiscal year in an effort to keep member dues low. The amount will be need-based and determined by the Director of Campus Recreation and the Assistant Director of Sports.

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 turn these items in at the end of the season or if they should leave the club for any reason:

- Home game/contest personnel (officials, athletic trainers, supervisors, etc.)
- Facility rentals
- Transportation – (gas only)
- Lodging costs
- Uniforms and equipment that will be owned by the school and turned in 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's MSU Denver financial account or with the Foundation based on the specific type of fundraising campaign. All fundraising efforts must be approved by the Assistant Directory of Sports.

Ticket Sales

Clubs are allowed to generate revenue by selling tickets to home contests. All funds collected from ticket sales must be deposited into the club's MSU Denver financial account and may be subject to taxes on a case-by-case basis.

Donations

Clubs are encouraged to seek and receive donations addressed to the club. All donations need to be approved by the Assistant Director of Sports to ensure that they are deposited into the right financial account and follow all applicable tax law, if any.

Financial

Most financial donations given to support a club sport must be directed to the MSU Denver Foundation Inc. The Foundation is a nonprofit, 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's account directly.

In-Kind

Donations in the form of equipment and supplies are allowed if they are made to the club in whole. In-kind donations given to specific members of a club sport are prohibited.

Tracking Finances

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

Bank Accounts

All funds collected, with the exception of financial donations, must be deposited into the Club's official MSU Denver financial account. 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 team's approval and official recognition by the University and may or may not include legal action.

Purchasing

The Assistant Director of Sports must approve all club financial purchases prior to making any payment; however, the club may obtain quotes from a vendor directly, and contest personnel and fees may be directly invoiced. Unapproved purchases and invoices can lead to a club's official approval and recognition being revoked, the club being disbanded, and may include legal action.

- **Payment by credit card is the desired method.** MSU Denver Campus Recreation will contact the vendor to make all payments. If the vendor cannot take credit card 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 of Sports and it must clearly be labeled as an "Invoice", not a "Quote" or "Order Form".
- Invoices not pre-approved by the Assistant Director of Sports will not be paid by Campus Recreation, MSU Denver or with a club's distributed funds.
- All payments requiring a check must have a SPO or PO in place and take up to 6-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.

Purchase Orders

If purchasing needs are expected to exceed \$10,00.01 in one fiscal year with one vendor, a PO must be established.

- Because the University's fiscal year runs from July 1-June 30 every year, new PO 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 paid out to the Club's President who will then distribute the funds to the person(s) requesting the reimbursement. All requests must be made at least 4 weeks prior to the date that the funds are needed. The Accounting Department at MSU Denver requires this much time to process the paperwork. If any requests are done with less than 4 weeks' notice, members will be required to incur all expenses on their own.

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

Travel

A meeting must be scheduled with the Assistant Director of Sports to explain the reason for the trip and to seek special approval. All travel logistics will be reviewed at this meeting and the following documents are required to be submitted prior to the departure date.

1. A detailed itinerary for the duration of the trip
2. A completed travel roster
 - a. All players on the roster must have a completed liability waiver on file
 - b. If a travel roster is not submitted before travel begins, all expenses will be the obligation of the club members, even if the team has agreed to pay with club funds

NOTE: Failure to notify the Assistant Director of Sports of travel, or failure to fill out the appropriate travel papers, will void all responsibilities of MSU Denver and the Campus Recreation Department to pay for or reimburse travel any travel expenses.

Pre-Payments and Reimbursements

- At least 4 weeks advanced notice is required.
 - If the travel request is made less than 4 weeks in advance, but more than 1 week in advance, all permissible and associated costs will be reimbursed through the club account post-trip.
 - **Travel requests with less than 1-week notice cannot be prepaid and no incurred expenses will be reimbursed with club funds post-trip.**
- All receipts being submitted for reimbursement must be done within 14 days of 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.
- If private autos are driven, proof of insurance must be shown before travel is authorized. Reimbursement on mileage driven in private autos will be determined by the State of Colorado and disclosed on the MSU Denver Spend Authorization 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 refunded 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

Campus Recreation may sponsor on-campus facility requests, which often removes any financial obligation from the club. However, each reservation has its own requirements detailed by the Auraria Higher Education Council (AHEC) who officially approve 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 event. All requests for space on the Auraria Campus must be sent to the Assistant Director of Sports and require a minimum notice of 14 days. If a field 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 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.

PE Building (the gym)

Space and time in the PE Building can be limited due to the shared use of the facility between Campus Recreation, the Academic department, and the Athletic 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
- Academic Classrooms
- Front Lobby (Concession Area)
- Conference Rooms (PE001 and PE202)
- Squash/Racquetball Courts
- West Patio

Assembly Athletic Complex (the AAC)

All requests for field use at the AAC must be sent to the Assistant Director of Sports and approved by MSU Denver's Athletic Department. Time is extremely limited and most requests *will be not be* accommodated. The Athletic 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 buildings. The Assistant Director of Sports can help identify the best location for a club's needs.

Outdoor Spaces

The Auraria Campus offers a number of lovely outdoor spaces suitable for receptions, festivals, and weddings. Historic 9th Street Park, Tivoli Commons, Tivoli Square, and other outdoor locations are free-of-charge to student and campus groups. The Assistant Director of Sports can help identify the best location for a club's needs, but note that some activities are not permitted in some areas by AHEC.

Off-Campus Facility Requests

A Club Sport team may reserve 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 field 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

Responsibilities

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

- Ensure MSU Denver is positively represented at all time
- The coach(es) must be aware of and follow all University and Athletic Department procedures relative to the Sport Club program
- The coach(es) shall restrict their contributions to coaching and refrain from activities involved in the club's management.
- Maintain a current CPR/First-Aid/AED certification and submit the certification document to Campus Recreation to be kept on file
- In the absence of a certified athletic trainer, the coach must provide first aid as necessary, contacting emergency medical services if the situation escalates beyond the coach's emergency or medical training.
- Coaches may not be offered any sort of benefits.
- Coaches that are paid for their services do not become an employee of MSU Denver, but are considered an independent contractor, and any financial obligation to a coach will come directly from a club's budget for the year.
- Adhere to FERPA and HIPAA laws.

Hiring Process

1. The Club informs the Assistant Director of Sports about wanting to bring a specific coach on board to serve the team
2. The Club searches for a coach
3. The Assistant Director will meet with the potential coach to review their skill set, their professionalism and to go over expectations and paperwork requirements
4. Once approved, the Assistant Director will meet with the club to review "paid" or "volunteer" status for the coach (see below)
5. Once that is approved, the Assistant Director will work with the coach to get all required forms listed below

6. The team will draft and submit a coaching contract to the Assistant Director of Sports for review, edits and subsequent approval or denial.

Paid

- New Vendor Packet submission
 - ACH Direct Deposit Form
 - W9
- Payment schedule per the contract
- Payment amount per the contract
- HR training may be required in some cases
- CPR/AED/First Aid training certifications

Volunteer

Coaches wishing to volunteer their services must complete a volunteer form and pass a background check. Volunteers must contact the Assistant Director of Sports to acquire the required forms and pertinent information from HR.

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 items:

- Ensure MSU Denver is positively represented at all times
- Provide guidance during the development and/or evaluation of the club's organizational structure
- Maintain proper use of the MSU Denver brand, logo and editorial standards
- Help the club's executive board develop their constitution, rules and bylaws of the club.
- Aid the club's board uphold the rules, bylaws and constitution of the club.
- Assist the club's board 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's 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 a yearly basis for the club
- The advisor is not required, but is encouraged, to coordinate or attend any meetings, practices, events, or games
- Reporting sexual harassment, title IX matters, and illegal or illicit behavior.

Officials

Club Sport teams hosting home games must supply game officials and pay for their services with club finances. Payment of these officials must be done through the Assistant Director of Recreation and Leadership and invoices must adhere to the purchasing requirements outlined in this document.

Club Benefits

- Use of the copy machine with up to 300 copies per year. (1 day notice)

- A yearly budget based on a club's needs and expenses
- Recognition by MSU Denver as an official club sport (required for most leagues and tournaments)
- Marketing and recruitment assistance
- Fundraising guidance
- Facility scheduling assistance
- Discounts on equipment and apparel

Community Service/Philanthropy Requirement

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

Club Sport Banquet

Campus Recreation will host an annual Club Sport Banquet for dues-paying members in the Club Sport program at the end of every spring semester. This event will honor all clubs, highlighting members and teams who made significant contributions to the program and/or MSU Denver. Event details will be made available to executive board to distribute to their members via email when confirmed.

Contact Information

David Lamothe | Assistant Director of Sports

Metropolitan State University of Denver Campus Recreation

1255 10th Street, Denver, CO 80204

303-615-1349 (office)

dlamothe@msudenver.edu

www.msudenver.edu/campusrec

Pronouns: he/him/his

Diane Yee | Director

Metropolitan State University of Denver Campus Recreation

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www.msudenver.edu/campusrec

Pronouns: she/her/hers