Club Sport Handbook
2014 – 2015
“Excellence in Everything!”
Table of Contents

Introduction & General Information

I. Mission

II. The Role of the Department of Recreational Sports

III. The Club Sport Program
   How to Become a Club Sport

IV. The Department of Recreational Sports
   Club Sport Staff Advisor - Director, Intramural & Club Sports

V. The Club Sport Council (CSC)
   Election Process
   Club Sport Supervisors and Event Staff

Administration & Leadership

I. Club Sport Student Leadership
   Club Sport Student Officers

II. Coaches & Instructors

III. Club Membership
   Membership Requirements

Standards of Conduct & Discipline

I. Club Sport Standards of Conduct

II. Hazing

III. Discipline & Due Process
   Appeal Process

Office Services, Promotions & Marketing

I. Department of Recreational Sports Office Services

Facilities

I. Recreational Sports Facilities

II. Event Planning

III. Facility Use Policies
   Required Identification
   Animals on Campus
   Alcohol Policy Summary

Appeal Process

Office Services, Promotions & Marketing

Facilities

I. Recreational Sports Facilities

II. Event Planning

III. Facility Use Policies
   Required Identification
   Animals on Campus
   Alcohol Policy Summary
X. Travel Itinerary & Authorization

Xi. Post Travel Form

**Club Sports Awards**

I. Club Sport of the Year

II. Outstanding Club Sport Leader Awards

III. Outstanding Coach/Instructor
1

Introduction & General Information

As an integral component of the Department of Recreational Sports, the Club Sport Program strives to meet the recreational and competitive needs of the Colorado School of Mines community in a wide variety of sport activities. Opportunities for skill development, recreation, and club sport competition are afforded to participants of all skill levels and interests. Club sport competition is defined as competition between club sports and other colleges and universities.

While the Club Sports Staff and the Department of Recreational Sports assist clubs in securing needed funds, facilities, and equipment, the emphasis is on student leadership and development. Students are directly responsible for operating and managing a successful and competitive organization. As a result, Club Sports present a unique opportunity for students to develop both athletic and leadership abilities.

This handbook serves as a resource for Club Sport leaders. It outlines the policies and procedures of Colorado School of Mines and the Department of Recreational Sports that directly affect the safety of the Club Sport participants and the operation of each club. As student leaders, you are strongly encouraged to become familiar with the material presented in this handbook. The policies and procedures outlined in this handbook are subject to change with little or no advance notification, so always consult the Club Sport Council and/or Director, Intramural & Club Sports.

I. Mission

Student organizations fulfill a very important role at the Colorado School of Mines. These groups provide a medium for students to enhance the lessons and theories learned in the classroom through real life experiences and responsibilities. The Club Sports Program complements the school's intercollegiate, intramural, and physical activity programs while offering the students opportunities to develop skills that will assist them beyond the years spent at the Colorado School of Mines.

II. The Role of the Department of Recreational Sports

The Department of Recreational Sports is the University entity that recognizes and coordinates the activities of Club Sports. The department allocates facilities, staff and financial support as part of its mission to enhance the Colorado School of Mines experience. The Department of Recreational Sports sets the guidelines and criteria for participation within a Club Sport. Most policies and procedures are consistent with those of Student Activities. However, due primarily to the increased risk associated with the
instructional and competitive nature of Club Sport activities, Club Sport criteria include expectations that exceed those of Student Activities.

It is important to note that Student Activities and the Department of Recreational Sports work collectively to establish eligibility, registration and participation criteria for Club Sports. Our goal, as the Club Sport staff, is to help clubs accomplish just that. The staff within the Club Sports Program are committed to educating you about policies and procedures; and in instances where no policy exists, or the policy is unclear, to help each club find the answer. In all instances, we hope to help clubs make sound and reasonable decisions regarding club actions, events and activities.

III. The Club Sport Program

- The goal of the Club Sport Program is to provide the resources and guidance necessary for students to run a compliant, competitive and successful club. At the core of any successful Club Sport is a strong relationship between the student officers of each club and the Club Sport staff. To facilitate that relationship the Director, Intramural & Club Sports has the responsibility of advising clubs. The following is a list of the current club sports:
  - Fall
    - Cycling (Mountain)
    - Golf
    - Soccer (M/A)
    - Soccer (M/B)
    - Soccer (W)
    - Ultimate Frisbee
    - Water Polo
  - Winter
    - Bowling
    - Ice Hockey
    - Rugby (M)
    - Rugby (W)
    - Ski Team
    - Volleyball (M)
    - Volleyball (W)
  - Spring
    - Baseball
    - Cycling (Road)
    - Lacrosse (M)
    - Lacrosse (W)
    - Tennis
How to Become a Club Sport

There are many clubs that represent a sport on campus. However not all of these clubs are part of the Club Sport Program. This is because the Club Sport Program focuses on local intercollegiate competition leading to regional and national championships. Because of this the most important requirement for a club to become a club sport is competing in a nationally governed club sport league. The form that will outline the process can be found at [http://recsports.mines.edu/REC-Club-Sports-Forms](http://recsports.mines.edu/REC-Club-Sports-Forms).

IV. The Department of Recreational Sports

The Colorado School of Mines Club Sport Program is a very significant component of the Department of Recreational Sports. Club sports receive dedicated administrative and financial assistance through the department, including the use of facilities, annual monetary allocations, office services and national/international travel assistance. In addition to these services, the department employs a full-time staff member, student office staff and supervisors to help facilitate club success within the Club Sport Program.

Club Sport Staff Advisor - Director, Intramural & Club Sports

The Director of Intramural & Club Sports serves as the sole advisor and resource to the club sport leadership and their student members. It is the responsibility of the Director of Intramural & Club Sports with the assistance of the Club Sport Council and each club’s officers to monitor club activities to insure that the participants are performing in a safe environment, and to ensure that the clubs are operating under Colorado School of Mines policies and procedures. As advisor and facilitator, the Director of Intramural & Club Sports will provide options and manage the parameters under which choices are made; consequently, the club sport council and student officers will be expected to make decisions and shoulder the responsibility for the outcomes of their choices.

As club sport officers and leaders, you will be given opportunities to exercise initiative and judgment from the parameters set forth. You will be afforded as much opportunity to operate as possible, provided you operate within the framework of the guidelines and regulations presented in this handbook. In return, it is expected that you will exercise your best judgment and maintain an open line of communication with the Club Sport Council and Director of Intramural & Club Sports.

Some of the specific advisory responsibilities we will continue to provide include:

- Awareness and guidance to comply with the rules and regulations of the Colorado School of Mines, Student Life, Athletics and Recreational Sports.
- Awareness of risk management and liability issues (i.e. hazing, alcohol, travel, etc.) and assist the club in making reasonable and prudent decisions regarding these issues when planning activities.
● Availability to the officers and members of the organization on a regular basis for advice and consultation.

**How to best utilize the Director, Intramural & Club Sports:**

- Ensure each officer is prepared and attends weekly meetings with their Club Sport Council counterpart.
- Keep him/her informed of the club’s activities and plans.
- Meet with him/her prior to club meetings to discuss the agenda and topics to be covered.
- Be open to suggestions and criticism from him/her. His/her knowledge and experience will help when faced with difficult issues.
- Meet with him/her after the meeting to discuss what happened.

**V. The Club Sport Council (CSC)**

The Colorado School of Mines Club Sports Council shall be the governing body for all club sports registered with the Department of Recreational Sports. The Club Sport Council consists of an executive governing body that work together to provide outstanding athletic experiences for Colorado School of Mines students. Working together, we can accomplish much more than we can individually. Of course, each club will have to decide how involved its members will be. In the end, a club will get out of it as much as it puts in.

The goals of Club Sports are:

- To increase support and sponsorships for all clubs
- To raise awareness of club activities and achievements
- To build community among club sports
- To assist with completion and compliance of policies, procedures and forms

To accomplish these goals, the clubs have created an executive committee to work with the Club Sport Staff. This executive committee, called the Club Sport Council, is charged with creating objectives and work plans to achieve the clubs’ goals. The Club Sport Council will have five members. These members shall be:

- President
- Vice President
- Treasurer
- Secretary/Marketing & Promotions
- Intramural and Club Sports Coordinator

These executives will have the following responsibilities:

- Serve Club Sports and club members in any capacity possible.
Each officer will meet each week with and advise their respective officer for each individual Club. The CSC President meets with each club’s President, the CSC Vice President meets with each club’s vice president/risk manager, the CSC Treasurer meets with each club’s treasurers, and the CSC Secretary meets with each club’s secretary.

Each officer will hold office hours in the Club Sport office to facilitate weekly meetings.

Act as a liaison between the club sports and the campus community.

Review applications for new club sports and make recommendations.

Direct the CSC meetings. Provide a forum for clubs to discuss concerns with Club Sports at Colorado School of Mines.

Assist with marketing Club Sports events.

Develop fundraising opportunities for the Club Sports.

Develop and oversee the CSC budget with the Director of Intramural & Club Sports including:

- Annual Club Allocations
- Equipment & Supplies
- Travel
- League & Tournament Entries

Create and present Club Sport Awards.

Conduct disciplinary hearings and make decisions for disciplinary actions based on those hearings.

Provide input for the development and implementation of new policies and procedures.

Accept additional responsibilities as assigned by the Club Sport Staff.

Advise the Director of Intramural & Club Sports on all club sports issues by meeting at least once per week.

**Election Process**

The CSC election process consists of two parts. The first part is the nomination period February 1 – 15 and the second is the election period, February 16 – 28. During this process club members will have the opportunity to nominate and elect part of the CSC. Following the interviews, each club will receive one vote for the office of Vice President and one vote for the office of Secretary/Marketing & Promotions. The President and Treasurer will be appointed directly by the DIMCS. A club will only be able to hold a maximum of two positions on the council. In the event that 3 or 4 officers go to the same club, The President and Treasurer will keep their positions and a second election will be held for whichever position(s) is given up. The nominee from that club will be removed from the ballot for this second election. In the event of a tie, the DIMCS will cast the tie breaking vote. Each Club Sport Council member counts as one vote.

The nomination form and election process can be found at: [http://recsports.mines.edu/REC-Club-Sports-Forms](http://recsports.mines.edu/REC-Club-Sports-Forms).
Club Sport Supervisors and Event Staff

The Department of Recreational Sports developed the Club Sport Supervisor position to assist clubs with the logistics and risk management of hosting events, games and practices, while also helping to ease the burden on the facility staff during club Sport tournaments and competitions. These students will be hired and trained for the following:

- Serve as the liaison between the on-site facility staff and tournament staff.
- Assist the facility staff in monitoring the behavior of tournament spectators and guests.
- Assist with facility setup and takedown.
- Assist with operations of game or event.
- Ensure that the club cleans up and puts away all equipment after the event.

2

Administration & Leadership

I. Club Sport Student Leadership

Because all clubs in the Club Sport Program are first and foremost student organizations, the student leadership of each club’s officers is integral to the success and development of the group. The student officers will be trusted and empowered to make decisions that impact not only their individual organizations, but also Club Sports as a whole.

Club Sport Student Officers

The success of each club depends on the dedicated and mutual efforts of its student officers and club members. The following outline provides a description of responsibilities that may be assigned to the various leadership positions. This is by no means a complete list of officer positions or assignments. The positions needed for the successful operation varies from club to club. However, there are four required positions, which include the following: president, vice president, treasurer and secretary. These four officers will be known as the club’s executive board, and they will be the only ones allowed at meetings and hearings with the Club Sport Council.

Please note that any club officers are subject to removal for not following the rules and guidelines outlined in this handbook. Any club officer may be removed by a majority
vote by the Club Sports Council. The Director, Intramural & Club Sports may also relieve an officer of their duties at his/her discretion.

Officer Eligibility Requirements:

- Must meet all current member requirements and be a currently enrolled student (minimum 9 credits) at Colorado School of Mines.
- Be knowledgeable of and responsible for the information presented in this handbook and enforce the policies with club members, participants, and coaches/instructors.
  - The Executive Board will be tested on the Club Sport Handbook policies.
- Each officer is required to meet weekly with their Club Sport Council counterpart.
- Use initiative and good judgment when handling club matters.
- Develop bylaws, club operations handbook containing information that is applicable and unique to your organization.
- Proactively communicate with club sport council and Director or Intramural & Club Sports on all club sport matters.

Meetings:

- Attend all Club Sport Council general meetings – it is required that the President, Vice President, Treasurer and Secretary of each club attend each club sport council meeting.
- General meetings will generally be at the beginning and end of each semester, but more may be scheduled as appropriate.
- Presidents, Vice Presidents, Treasurers and Secretaries will be required to meet with their Club Sport Council counterpart each week in person.
- Participate in the general and one on one meetings – ask questions, be attentive and respectful, etc. Officers are the voice of the membership, so it is important that the Club Sport Staff know the needs, likes, and dislikes of your members.
- Hold regular club meetings within the club to discuss any and all necessary club business with the membership. Provide the meeting minutes to the club sport council president.

President

- Provide the overall vision and direction for the club.
- Serve as the liaison between the club members, the Club Sports Staff and the Department of Recreational Sports.
- Schedule and lead team meetings.
- Serve as a representative to the national governing body.
- Monitor the activities of the club to ensure compliance to the policies and procedures of Colorado School of Mines and the Department of Recreational Sports.
- Coordinate the scheduling of matches and competitions with other institutions and the national/regional league or association – with approval of the Director of Intramural and Club Sports.
- Submit facility requests for practices, games and tournaments.
● Proactively work with the Club Sport Council President on fundraising.
● Coordinate club’s participation in PA Credit each semester.
● Submit excused absence requests for the semester prior to census day.
● Attend Club Sport Council general and one on one meetings.
● Meet weekly with Club Sport Council President.
● Complete and keep all forms up to date on http://recsports.mines.edu/REC-Club-Sports-Forms

Vice President
● Act in place of the club president in his/her absence.
● Serve as the risk management officer.
● Report all safety concerns, issues or incidents to the Club Sport Staff immediately.
● Inspect all equipment and facilities utilized by your club and report all maintenance needs to the Club Sport Staff.
● Keep any staff scheduled to work your events up to date on the time and location of the event. Any changes must be made at least 72 hours before the event.
● Be familiar with evacuation routes and emergency action plans for your events.
● Complete the online Event Planning Packet when hosting events in order to minimize risk.
● Complete the Injury Report Form (found on the Club Sports Website) in the event of an injury. Submit this form to the Club Sport Council President and the Director, Intramural & Club Sports the same day of the injury. Emergencies must be reported immediately.
● Attend Club Sport Council general and one on one meetings.
● Meet weekly with Club Sport Council Vice President.
● Discuss travel itineraries.
● Bring first aid kit.
● Assist other officers in fulfilling their duties and responsibilities.
● Complete and keep all forms up to date on http://recsports.mines.edu/REC-Club-Sports-Forms

Secretary
● Maintain club records, including membership rosters, alumni lists, competitive records, etc.
● Record the minutes of club meetings and submit to club sport council.
● Submit a list of graduating members and their email addresses for the alumni database at the end of each semester.
● Ensure webpage is up to date.
● In charge of completing the weekly secretary/marketing forms via the following link: http://recsports.mines.edu/REC-Club-Sports-Forms
● Complete and keep all forms up to date on http://recsports.mines.edu/REC-Club-Sports-Forms
● Attend Club Sport Council general and one on one meetings.
● Meet with Club Sports Council Secretary weekly.
● Keep team webpage up to date and accurate.

**Treasurer**

● Only person able to spend club funds.
● Coordinate all financial transactions (including fundraising) of the club.
● Keep detailed records of the clubs’ accounts.
● Work with the club leadership to prepare and present the club’s annual budget request to the Club Sport Council.
● Coordinate all club purchases with the Club Sport Staff no less than two weeks in advance. Logo items should be requested no less than four weeks in advance (custom items may take longer – plan in advance).
● Coordinate all travel arrangements for the club no less than two weeks in advance.
● Ensure all dues/fundraising/other money collected is deposited within 48 hours of collection.
● Complete and keep all forms up to date on [http://recsports.mines.edu/REC-Club-Sports-Forms](http://recsports.mines.edu/REC-Club-Sports-Forms)
● Attend Club Sport Council meetings.
● Meet weekly with Club Sport Council Treasurer.

**II. Coaches & Instructors**

Coaches/Instructors are a requirement of the Club Sport Program. Additionally, it is important to know the guidelines of your national governing body because some do require that clubs have coaches with certain certification levels. The department and the Club Sport Staff will work each club’s officers to determine the expertise and technical skills of a coach/instructor, and if they are a good match for the needs of the club.

Each prospective coach will be required to complete the following prior to any involvement with the club:

● Background check with Human Resources
● Remuneration (paid) paperwork with Human Resources
  ○ Stipends will be paid monthly for the duration of the assignment
● Non-remuneration (not paid) paperwork with Human Resources
  ○ This is the expectations and guidelines for the coaching assignment
● Concussion awareness certification – club sport website
● First aid/CPR/AED & blood borne pathogen training – Club Sport website

*Note – additional forms and/or training may be required. We will provide as much notice as possible whenever possible*
Coaching is not only an obligation to develop skills, sportsmanship, condition, and motivate players, but also to protect their safety. The coach/instructor should restrict his/her contributions to coaching and should refrain from activities involved in the club’s management. Club Sports is first and foremost a student organization. The philosophy, and key, to the success of the Club Sport Program has been the continued emphasis placed on student leadership and participation. Therefore, matters involving the management of the club must be left to the student members. The student leaders, not the coach, must serve as the liaison between Club Sports and the Club Sport Staff.

It is strongly recommended that coaches purchase travel, medical, and liability insurance.
III. Club Membership

As members of club sports you are required to adhere to the code of conduct which is available on IM Leagues. The following are the eligibility requirements of each participant and team requirements. In any instance where a league or national rule is less rigorous than those established by Club Sports, the Club Sports interpretation supersedes the league and/or national rule.

Membership Requirements

Player Eligibility Requirements-

- Complete the waiver and medical authorization form and the code of conduct form on IM Leagues prior to any involvement with the club.
- ALL participants are required to be certified in First Aid/CPR/AED & blood borne pathogens as well as concussion awareness training.
- Abide by all policies, rules and procedures established by Colorado School of Mines, the Division of Student Affairs, the Department of Recreational Sports and the Club Sport Program.
- In addition players must abide by all of the eligibility requirements as stated by the National Intramural Recreational Sports Association (NIRSA). These requirements can be found here: [http://www.nirsa.org/wcm/Play/NCCS/Guidelines/Player_Eligibility_Requirements/wcm/_Play/NCCS/Eligibility.aspx?hkey=79830b08-64cc-43be-a856-0a7a1c35a0cb](http://www.nirsa.org/wcm/Play/NCCS/Guidelines/Player_Eligibility_Requirements/wcm/_Play/NCCS/Eligibility.aspx?hkey=79830b08-64cc-43be-a856-0a7a1c35a0cb)
- Remain in good standing with your club. Including but not limited to: attending practices, paying dues, fulfilling fundraising requirements and adhering to the club’s bylaws.

Team Eligibility Requirements-

- Abide by all policies, rules and procedures established by Colorado School of Mines, the Division of Student Affairs, the Department of Recreational Sports and the Club Sport Program.
- In addition players must abide by all of the eligibility requirements as stated by the National Intramural Recreational Sports Association (NIRSA). These requirements can be found here: [http://www.nirsa.org/wcm/Play/NCCS/Guidelines/Player_Eligibility_Requirements/wcm/_Play/NCCS/Eligibility.aspx?hkey=79830b08-64cc-43be-a856-0a7a1c35a0cb](http://www.nirsa.org/wcm/Play/NCCS/Guidelines/Player_Eligibility_Requirements/wcm/_Play/NCCS/Eligibility.aspx?hkey=79830b08-64cc-43be-a856-0a7a1c35a0cb)
● Each club’s bylaws governing the clubs operations is required to be updated each September and submitted for approval to the Club Sport Council President by September 15.
● When entering Colorado School of Mines facilities, all club members must present their student IDs and enter through the designated access points.
● Be respectful of Colorado School of Mines faculty and staff, club sport participants, opponents, fans, officials and any other spectator.
● Advocate role modeling and sportsmanship for other teams and institutions.
● Inform family, friends, opponents, officials, and any other persons attending practices, games, or events of policies and procedures.
● Prepare and submit accident/incident reports completely the same day as the occurrence. Emergencies must be reported immediately by following the emergency action plan outlined in the risk management section.
● Paperwork should be submitted complete and on-time no less than 14 calendar days in advance, including travel rosters, budget requests, facility reservation requests, and Event Planning Packets.
● PA Credit – clubs can earn PA Credit for participating in club sports provided they meet the criteria and deadlines outline in the PA Credit application at http://recsports.mines.edu/REC-Club-Sports-Forms
Standards of Conduct & Discipline

I. Club Sport Standards of Conduct

As students of the Colorado School of Mines, club members have an obligation to conduct themselves and their organization in a manner compatible with the School’s philosophy and function as an educational institution. Members of clubs are expected to act in a mature and responsible manner both on and off campus especially while participating in club activities.

Inappropriate conduct or actions while participating in any club sport related activity or anything on behalf of the club will jeopardize the club’s continued status as a recognized club sport. Furthermore, club members who participate in inappropriate activity which violates the school’s Student Rules, policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Department of Recreational Sports, the Colorado School of Mines, and/or appropriate legal authorities.

II. Hazing

“Hazing” is defined as any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, occurring on or off the campus of an educational institution and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the school.
- The act contributes to a substantial risk of potential physical injury, mental harm, or degradation or causes physical injury, or personal degradation.
- Further information regarding the schools policy must be strictly followed and can be found here: [http://inside.mines.edu/UserFiles/File/PoGo/Policies/HazingPolicy.pdf](http://inside.mines.edu/UserFiles/File/PoGo/Policies/HazingPolicy.pdf)

Hazing includes, but is not limited to,

- Any type of physical brutality such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body or similar activity.
- Physical or psychological shocks.
- Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, tests of endurance or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Late work sessions that interfere with scholastic activities.
- Advocating or promoting alcohol or substance abuse and any activity involving consumption of food, liquids, alcoholic beverages, liquor, drugs or other
substances, which subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student, that discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.
- Submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury.
- Or any activity which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment.
- Any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the Colorado School of Mines Brunton Campus Rules and Regulations, or any local, state or federal laws.

A person or organization commits a hazing offense if the person or organization:

- Condones or encourages hazing or assists in the commission of hazing.
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
- Intentionally, knowingly or recklessly permits hazing to occur or has firsthand knowledge of the planning of a specific hazing incident.
- Involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the dean of students or other appropriate official of the institution.
- Hazing is prohibited. Any solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaging in hazing is prohibited.
- All students, faculty, and staff must make reasonable measures within the scope of their individual authority to prevent violations of this policy. It is not a defense to a violation that the hazing victim consented to or acquiesced in the hazing activity.
- Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct.
- To report violations of this policy by students or student organizations file a complaint with the Director of Intramural & Club Sports. The Director of Intramural & Club Sports will investigate the complaint in accordance with the Student Disciplinary Procedures.

**III. Discipline & Due Process**
All clubs and their members have an obligation to operate within the rules and regulations set forth by the Colorado School of Mines and Department of Recreational Sports. Any actions or activities that violate or possibly violate these policies will be shared with the appropriate school official for possible disciplinary action. In addition to the disciplinary actions taken by the Department of Recreational Sports and the Club Sport Council, clubs may be held responsible for violations collectively and/or individually (when acting on behalf of the organization). Club Sport Council members will recuse themselves from disciplinary hearings and/or actions concerning their club.

Disciplinary Process

Any violation of the guidelines presented in this handbook, or policies of Colorado School of Mines, the Division of Student Affairs, and Department of Recreation will result in disciplinary hearings with the Club Sport Council. Disciplinary action may include, but are not limited to individual and/or team punishments:

- Probation
- Loss of privileges including funding, facility reservations, equipment usage and storage, and other school services.
- Forfeiture of recognition status through the Club Sport Council and the Colorado School of Mines.
- Possible disciplinary actions taken by the school.
- Removal of officer(s).
- Travel restrictions for officer(s), participant(s) and/or the entire club.
- Ineligible for PA credit.
- Fines

Disciplinary actions will be determined by the following process:

- The Club Sport Council will contact the President of the club to set up a date and time for the hearing. This hearing must be held within 10 days of the club President being contacted or prior to games/tournaments and travel. Until the hearing is held the following may be enforced:
  - Club account frozen
  - Loss of facility privileges
  - Loss of travel privileges
  - Cancellation of games, matches, or tournaments
- The Executive board of the club may be present for the meeting if their schedule allows but only the president is required to attend.
- The Club Sport Council will inform the members of the Executive Board that are present of the alleged infraction.
- The attending members of the Executive Board will have the chance to present any information regarding the alleged infraction.
- The members of the Executive board that are present will be required to make a recommendation for any disciplinary action resulting from the alleged infraction.
The Club Sport Council and the Director of Intramural & Club Sports will then have the opportunity to ask any questions they may have.

At this point the hearing will be adjourned.

Following the hearing, the Club Sport Council will decide on the disciplinary action to be taken and inform the club.

*Any officer failing to attend a meeting without approval from the CSC President, the club is subject to the following disciplinary actions:
  ● First offense: $150 fine
  ● Additional offenses: Disciplinary hearing as outlined above

### Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against members of the clubs are fair and equitable. Decisions made by the Club Sport Council may be appealed to the DIMCS. Be forewarned that the appeal of a disciplinary action that seems severe to the club could result in even harsher penalties being levied by the Director of Intramural & Club Sports.

The following steps must be followed to file an appeal:

- Written notification (can be in an email from the president’s school email address) from the club president to the Director of Intramural & Club Sports detailing the club’s rationale for the appeal, and any circumstances related to the infraction(s), must be submitted within 72 hours.
- The 72 hour period begins when written notification of the disciplinary action being taken is placed in the club’s mailbox (extensions may be granted at the Director of Intramural & Club Sports discretion).
- The Director of Intramural & Club Sports will set up a meeting with the president of the club.
- After fully investigating the situation, the Director of Intramural & Club Sports will notify the president of the club of the ruling on the appeal. This may include upholding, rejecting, or modifying the action taken by the Director of Intramural & Club Sports.
- The Director of Intramural & Club Sports decision on the appeal is final.
Office Services, Promotions & Marketing

I. Department of Recreational Sports Office Services

The Student Recreation Center has information and resources available to each club. A list of each club sport officer’s contact information & each club’s mailbox is kept at the Club Sports Office to assist anyone wishing to contact a club. Clubs needing to utilize the resources please stop by the Club Sports office located on the first floor of the Student Rec Center room 104D.

Weekly Update Forms: It is required that every team designates one person to submit a form every Sunday by 5pm to help us market and promote the clubs. This is required and clubs who chose not to submit a weekly update form will result in disciplinary action. This form can be found here under Marketing: http://recsports.mines.edu/REC-Club-Sports-Forms.

Flyers, Campus Wide Emails, Recreation Center Digital Displays: In order to request any of these services you must submit the appropriate form which can be found here under Marketing: http://recsports.mines.edu/REC-Club-Sports-Forms. Your request will be sent for approval and you will receive a follow up email and/or meeting request to finalize your initial request. Any and all flyers or any other means of advertisement or marketing must be approved by Club Sports teams who do not do so will result in disciplinary action. If you do not find what you are looking for in any of these forms than please contact the Club Sports Office and arrange a meeting with the Club Sports Secretary by phone: 303-273-3646 or by email: cscsecretary@mines.edu.

Club Sports Web Pages: Each Club has a website that can be found through the following link: http://recsports.mines.edu/REC-Club-Sports. The website is required to be up to date. In order to update these websites you must contact the Web Master via a web update request form. This form can be found here under Marketing: http://recsports.mines.edu/REC-Club-Sports-Forms.

Mailboxes: Each club has a designated mailbox these are located outside the Intramural and Club Sports office 104D. Any items sent to the club and notices from the Club Sport Staff will be found here and these must be checked regularly.

It is required that all clubs use the departmental address for all mailings orders, purchases, quotes, deliveries, etc. Club mail must be addressed in the following manner:

{Club Name}
Colorado School of Mines
1651 Elm Street
Golden, CO 80401

Copy Machine, Fax Machine and Telephone: These are all available to use in the Intramurals and Club Sports offices. Come to office 104D if you wish to utilize any of these resources.
5

Facilities

As members of Club Sports you have access to outstanding facilities at little to no cost. Colorado School of Mines Club Sports may host tournaments or competitions at or in Recreational Sports facilities during normal operating hours.

I. Recreational Sports Facilities

Club Sport, Recreational Sport and Athletic facilities are coordinated and scheduled through the Club Sports for all usage.

● Please submit an online form via the link provided for any and all facility requests: [http://recsports.mines.edu/REC-Club-Sports-Forms](http://recsports.mines.edu/REC-Club-Sports-Forms)

● Both indoor and outdoor facilities can be found via the facility request form link given.

II. Event Planning

Club sports host a wide variety of activities throughout the year, including tournaments, games, competitions, and banquets. It is important to properly plan for these events to ensure success. Clubs should also evaluate events once they have taken place to determine their value to the club.

The Club Sport Staff has designed Facility Request Forms to assist clubs in the event planning process. All club sports must fill out the appropriate Facility Request Form at least two weeks prior to hosting a game. The dates for all games throughout the season may be put on a single form by listing all the dates in an appropriate notes/extra information section.

*Note, submitting the form does not mean the event and/or the day/time is approved.

AT YOUR GAME, IF YOUR CLUB PLANS TO SELL ITEMS (FOOD, CLOTHING, ETC.), HOST A BARBEQUE, OR PARTAKE IN OTHER ACTIVITIES THAT ARE NOT CONSIDERED NORMAL GAMEPLAY, YOU MUST SUBMIT AN ADDITIONAL FACILITY REQUEST FORM AT LEAST 30 DAYS IN ADVANCE.

○ In this form, you must detail what your club will be selling/cooking/etc., how much of each item you plan on selling/cooking/etc. and gain approval from the Director of Intramural & Club Sports before proceeding. Please be as detailed as possible.

○ All Event Planning and Facility Request Forms can be found at: [http://recsports.mines.edu/REC-Club-Sports-Forms](http://recsports.mines.edu/REC-Club-Sports-Forms)
III. Facility Use Policies

The following facility use policies have been established by the Department of Recreational Sports. As representatives of the Department all club sport members are expected to know, understand and abide by these policies. Misuse of facilities will result in the loss of facility use privileges and disciplinary action for the club. Please remember Recreational Sports staff is authorized to modify or discontinue any activity based on participant safety, potential damage to the facility, or non-compliance with facility policies or staff requests.

It is the responsibility of all clubs using any storage area or space to coordinate access needs two weeks in advance. Failure to abide by this will result in disciplinary action.

Required Identification

Valid Blaster card identification with a visible picture must be presented to the facility supervisor upon entering facilities coordinated by the Department of Recreational Sports. Club sport members and coaches are not exempt from this policy. Whether entering the facility for a scheduled club sport event or practice, or to utilize the facilities for recreational activities, all club sport members should present the proper identification.

Please visit [http://recsports.mines.edu/clubsports/forms.html](http://recsports.mines.edu/clubsports/forms.html) to submit all facility request forms to the Director of Intramural & Club Sports.

Animals on Campus

The institutions animal policy must be strictly followed and can be found here: [http://inside.mines.edu/UserFiles/File/PoGo/Policies/HRS/HRS_Animals_on_Campus_Policy.pdf](http://inside.mines.edu/UserFiles/File/PoGo/Policies/HRS/HRS_Animals_on_Campus_Policy.pdf)

Alcohol Policy Summary

- Any person under the legal drinking age of twenty-one years old is prohibited to participate in any form of alcohol consumption.
- Event approval from Director of Intramural & Club Sports first.
- Registration of all events in accordance with alcohol policy: [http://inside.mines.edu/Alcohol-Policy](http://inside.mines.edu/Alcohol-Policy)
- Non-Alcoholic beverages and food must be provided.
- Unlicensed selling of alcohol is prohibited.
- Must use a licensed third-party vendor.
- All clubs must strictly abide by the CSM drug and alcohol policy found here: [http://inside.mines.edu/Alcohol-Policy](http://inside.mines.edu/Alcohol-Policy)
- For any event that may include alcohol distribution of any form you MUST first get approval from the Director of Intramural & Club Sports prior to any other planning of the event. Please use the request to Serve Alcohol Form provided here after receiving approval from the DIMCS: [http://inside.mines.edu/Alcohol-Policy](http://inside.mines.edu/Alcohol-Policy)


**Inclement Weather & Outdoor Facilities**

To ensure the playability of outdoor facilities throughout the year, careful consideration will be given when programming during rain or on wet fields. If standing water is visible or the possibility of damaging the fields exists, events will be cancelled. For weekly practices, the decision to close fields will be made by 2:00 PM. Please call (303) 273-3646 for information regarding the daily status of the fields. The basic guideline for assessing the situation in the absence of the Club Sport Staff is – if there is any question or doubt, cancel.

In case of inclement weather and / or poor field conditions the following policy should be followed for event cancellations:

- A Club Sport Staff member or other full-time Recreational Sports staff may cancel the game prior to starting due to severe weather and/or dangerous playing fields.
- In the absence of full-time Recreational Sports Staff, the decision to cancel an event prior to starting will be the responsibility of the Club Sport Supervisor.
- Once the contest has begun, the responsibility for canceling the event rests jointly with the game officials and event staff personnel. Club officers and/or Recreational Sports personnel should inform the game officials of the Department’s severe weather policy and any other pertinent information to assist them in making a prudent decision once the contest has begun.
- Lightning
  - When considering resumption of a game, NSSL staff recommends that everyone ideally should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field. If available, electronic detection devices should be used as additional tools to determine the severity of the weather.
  - Information taken from the NCAA Sports Medicine Handbook and NCAA Championships Severe Weather Policy pg. 78 NCAA Playing Rules for Soccer

**IV. Facility Inspections**

It is the intent of the Department of Recreational Sports to keep all facilities (both indoor and outdoor) in safe, playable condition. The Recreational Sports staff will make every effort to review the conditions of each playing surface and surroundings prior to all club sports activities and events. However, it is important that club sport members review facilities immediately prior to utilizing the space, and report any problems or concerns that may pose a hazard to the users of the area to the Club Sport Staff. Please use the following outline as a checklist when inspecting facilities:

25
Outdoor Facilities

- **Playing Surface**
  - No Ice
  - No standing or excess water (if unsure – get approval from Recreational Sports Staff)
  - Free of debris (i.e. cans, golf balls, rocks, glass, etc.)
  - No holes
  - No tire tracks
  - Grass mowed to a reasonable height
  - No freestanding water
  - Height and condition of sprinkler heads should be checked
  - No designations that the field is under repair
  - Playing surface should be free of manhole covers, trees, utility access, etc.
  - Field playing dimensions should allow for safety zones that are obstacle free

- **Equipment**
  - Equipment not in use should be far enough off the playing surface so that players running or pushed out of bounds will not fall or trip into it.
  - Equipment should be checked for damages or repairs (i.e. missing bolts, broken parts, etc.).
  - No equipment should have jagged edges.
  - Training equipment should be in safe, working condition without temporary repairs.

- **Bleachers**
  - Free of debris
  - No broken seats

- **Miscellaneous**
  - Tobacco, alcohol and drugs strictly prohibited at Club Sport activities
  - Glass containers are strictly prohibited at Club Sport activities
  - Pets/dogs are not allowed in any of the facilities
  - Vehicles are not permitted on playing fields

- **Practice**
  - Practice drills/skill development/scrimmages/games should not hinder or impose upon any other activity taking place in the area
  - Each club must remain within the time and space assigned to that organization

Indoor Facilities

- **Playing Surface**
  - Free of Debris
  - No freestanding water
  - No loose wall panels
  - No loose floor panels

- **Fixtures**
○ No broken windows.
○ Nets in good condition (no obvious tears)
○ Wire cables and pulleys checked
○ Mirrors clean and secured
○ Mats clean
• Lighting
  ○ Ceiling lights in working order
• Exits
  ○ No debris or water in doorways or stairs
  ○ All exit doors in good working order
  ○ No doors propped open
  ○ Exit signs highly visible
• Equipment
  ○ Balls are properly inflated
  ○ No loose or unnecessary equipment in the practice area
  ○ All goals/standards are properly installed
  ○ All Participants must wear non-marking shoes
• Practice
  ○ Activities associated with practice should not hinder or interrupt any other activity taking place in the area
  ○ Each club should remain within the space assigned to the organization

To avoid a delay in repair, please report any problems to the facility manager, club sport supervisor or to a Recreational Staff member.

Field House Policies
• We have been given after hour times at the field house for days when the fields/courts are not open pending you agreeing to the user agreement below. When the fields/courts are open, we expect you to use them.
  ○ Due to facility renovations and policy changes, we will have two clubs per night from 8pm – 10:30pm
    • The times are firm. You won’t be allowed in before 8pm and you need to clean up and be ready for check out at 10:30pm
• We will have a facility supervisor present
  ○ They will receive this email as well, so they will know you received it as well.
• Do not go in prior to us letting you in!
  ○ Entry point
  ○ Everyone will enter at the loading dock off of Maple Street – not the Fieldhouse doors
  ○ The only entry point is located on the south side of the building. All other doors are considered emergency exits, and will not be used as entry and/or exit points.
• We will revoke privileges

- We will check ID’s for each person entering the facility comparing to your team’s roster on IMLeagues before every practice, every day, so come prepared with id in hand. No ID – no entry, no exceptions. Anyone not following this policy will be banned from the facility.
  - Current club members who have completed the forms on IMLeagues and CPR/ First Aid and concussion course ONLY
  - Must be on the roster and have all paperwork completed
  - Coach – must have completed all paperwork, background check, CPR/ First Aid/ AED, concussion course and met with Director, Intramural & Club Sports
    • Limit two coaches per team. Any other coaches/instructors must be approved in advance.
  - Scrimmages must be submitted on a separate facility request.

• No one else is allowed in the building – strictly enforce, if a person is not on your club, they are not allowed in the building
  - i.e. – no family, friends, significant others, etc.

• Do not prop the doors open under any circumstance
  - Your team needs to arrive on time
  - If you are caught propping the doors open, you will lose your privileges and will be responsible for any damages to the door’s mechanism

• Inspect the facility
  - Does this prior to starting practice
  - Report any damage (broken tile, burnt out lights, anything) to us that night (don’t wait until the next day)
  - Protect yourself and us – look around!

• If you damage something, let us know that night as well, so we can let athletics know.
  - Accidents happen. Be honest and forthright.
  - I don’t want an 8am phone call on something we broke; I want to send them an email the night before

• Food & Drink
  - No food
  - No drinks
    • Water only in a closed container
  - No chewing gum
  - No chewing tobacco
  - No sunflower seeds

• Footwear
  - No cleats
  - Clean, dry, non-marking athletic shoes only
    • No bare feet

• Injury reports
  - Notify the supervisor on duty!
They will submit an injury report for any injury using the online form: [https://intramuralandclubsportscsm.wufoo.com/forms/z7p6s9/](https://intramuralandclubsportscsm.wufoo.com/forms/z7p6s9/).

- This is due the same night of the incident. If it is an emergency, follow the emergency protocol outline in the club sport council handbook and covered in the club sport council meetings as well as the weekly risk management meetings.

- Ball sports
  - No kicking balls against the wall
  - No throwing balls against the wall
  - All ball sports must be contained within a fully enclosed curtain area. No throwing or kicking of balls outside the enclosed curtain area.

- Stay in the field house
  - Do not wander elsewhere in the building!

- Pick up any trash
  - Even if it was there when you arrived

- Club President or officer must check out with supervisor prior to leaving to ensure everything is satisfactory
  - This has to be followed strictly, or we all will lose the field house. I cannot stress that enough, athletics is working with us on using the building and allowing us to use supervisors to monitor the practices from start to finish.

- Track Usage
  - Walk/jog in outside two lanes (3-4) only.

- Keep personal belongings in the hall outside or on the infield away from the wall.
6

Risk Management and Safety

The Risk Management/Safety position allows a designated person to work on the logistics of the clubs events, travel, and games. For further safety, all coaches and all members of club sports must be CPR/AED & First Aid Certified. Also, ALL participants must have completed the Center for Disease Control and Prevention, “Heads Up” concussion awareness training. This section will outline all of the duties for this officer as well as any safety information the clubs may need.

I. Elements of Risk Management

Risk management is the process of advising clubs of the potential and perceived risks involved in their activities. It also includes monitoring organization activities, taking corrective actions and proactive steps to minimize accidental injury and/or loss. There are four elements of the Risk Management position: identification, evaluation, treatment, and implementation.

Identification
Prior to hosting an event, traveling to a competition, or competing in any other activity clubs should work to identify the risks associated with that activity. Risks include things that can lead to injury, as well as risks to the club’s finances, image, etc.

Evaluation
Once you have identified the risks associated with the club’s activities, these risks should be evaluated to determine their severity and probability. A proper evaluation of these risks will assist the club in determining the best way to handle each risk.

Treatment
Once the risks have been evaluated, clubs must determine the most effective method for managing each risk. Clubs may choose to do one of three things after evaluation: eliminate, limit, or accept the risks. All club sports, by their nature involve risks. Therefore, the answer should not always be to eliminate the activity simply because the risk exists.
Implementation

Once the most effective method for managing the risk has been identified clubs should implement the risk management plan. This could include physical modifications, proper signage, extensive advertising, etc. The Implementation possibilities are endless and should be discussed in the weekly meetings between the club’s risk management officer and the Club Sport Council Vice President.

II. Forms and Links

Club Sports Accident/Injury Report Form: is a form required to be filled out by each Risk Management Officer when there is an injury at practice, games, or any club activity the same day as the incident. All emergencies must be reported immediately and completely.

https://intramuralandclubsports.csm.wufoo.com/forms/club-sports-accidentinjury-report-form/

First Aid Kit: Weekly Checklist is a form to ensure that all provided medical supplies are up to date in the first aid kit provided by Club Sports. The form must be completed before a weekly meeting with the CSC Vice President. If any medical supplies need to be added to the first aid kit, the supplies will be added during the weekly meeting. The risk management officer is required to bring the kit to the weekly meeting with the CSC Vice President. The club is responsible for the cost of a fully stocked kit if it is lost.

https://intramuralandclubsports.csm.wufoo.com/forms/club-sports-membership/

In addition to the risk management guidelines already presented throughout this handbook, the Department of Recreational Sports has developed the following protocols to improve the safety of the students involved with the Club Sports Program.

III. Facilities & Game Management

Club Sports will have two supervisors on site for each home game who are CPR/ First Aid certified. Their duties will be to operate the scoreboards, assist with setup and tear down of equipment, and enforce facility guidelines. In addition, an EMT will be onsite for all home games.

IV. Emergency Procedures

The following protocol has been designed to establish a formal chain of command that allows for fast and efficient communication in the event of a serious and/or life-threatening emergency. Prompt notification of the appropriate senior staff members will be carried out according to this standard procedure.

Any medical emergency is a possible life-threatening situation. Examples of serious injuries might include: loss of consciousness, head and/or neck injury, respiratory
distress/arrest, cardiac emergencies, drowning and near drowning, seizure, falls, severe fractures, and exposure to extreme cold or heat. Any injury that requires ambulance service, extended care in a hospital, missing of classes, etc. must be documented and reported to the Department of Recreational Sports immediately.

**For minor injuries:**
- A qualified individual should render first aid as required on the spot.
- Complete an Injury Report form.

**For injuries requiring medical attention:**
- Designate someone to take the injured party to the Health Center or local medical facility. Under no circumstances should he/she go unescorted.
- Complete an Injury Report form and submit it the same day as the injury.
- If a student has been unconscious he/she must be taken to the Health Center or local medical facility.
- Immediately contact the Intramural and Club Sports Coordinator or the Director of Intramural & Club Sports.

**For Emergencies:**
- *Call 911 and request EMS.*
- Explain the nature of the emergency and inform them if there is/isn’t an EMT on the scene.
- Give them clear and specific directions to the site.
- Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number.
- Meet emergency personnel at the entrance to the building or scene of the accident and guide them to the injured party.
- Emergency personnel will be responsible for determining if and how the injured party shall be transported and whether to transport to the Health Center or the local hospital.
- Please remember that all patient information is confidential and should not be discussed with others.
- Immediately contact the Intramural and Club Sports Coordinator or the Director of Intramural & Club Sports.

**Emergency Contacts**
- Intramural & Club Sports Coordinator  Office  (303) 273-3646
- John Howard  Office  (303) 273-3646
  DIMCS
- Student Recreation Center Front Desk  (303) 273-3513
The responsible management of organizational funds is critical to a club’s success. Club officers assume the responsibility of guaranteeing that expenses support the club’s mission and goals, and that expenses do not exceed income. Colorado School of Mines has established guidelines and procedures regarding the use of state funds. Officers are strongly encouraged to familiarize themselves with these policies. Each club’s treasurer is required to coordinate all of the club’s financial transactions with the Club Sport Council Treasurer and the Director of Intramural & Club Sports to ensure that funds are utilized according to these limitations. The treasurer of each club is the only person allowed to spend club funds and make travel arrangements.

I. Club Sport Accounts

Club Sport Council Allocation Account

Funds are allocated through the combined efforts of the Club Sport Council and the Director of Intramural & Club Sports based on the needs and requests of the clubs. The guidelines for applying for these allocations are explained later in this section. Funds not used by the end of each academic year will carry over to the next year, as long as the leftover funds were raised not allocated.

These funds remain in the Club Sport account and are governed by school protocols regarding state funds. As such, these funds are restricted to specific types of expenditures. Due to ongoing policy changes any expenditure not pre-approved by the Club Sport Council Treasurer will not be funded by the Club Sport Council, and can result in individual liability and disciplinary action.

II. Requesting Funds

The Club Sport Council have developed the following budgeting process to determine clubs’ annual Club Sport Council allocation amounts. In addition to the club’s financial status and balances, these procedures place a strong emphasis on four things:

- Use of last year’s funds.
- Fundraising and Dues.
- The number of active participants.
- Cost of league and national dues.

Annual goals will influence the nature of club activities for membership recruitment, competition, publicity, fundraising, etc. Once these objectives have been established, careful attention to the needs and services that will assist the club in meeting these goals.
is expected. Fundraising efforts need to be demonstrated to justify the club sport allocation.

**Allocation Request Procedures**

Remember to be specific when preparing your allocation requests! The more information you provide, the easier it will be for the Club Sport Council to understand your needs.

Once you have determined the club’s needs and fundraising totals, allocation requests will proceed as follows:

- Submit your completed budget request to the Club Sport Council by the **second Monday in February**. The form will be available at: [http://recsports.mines.edu/REC-Club-Sports-Forms](http://recsports.mines.edu/REC-Club-Sports-Forms)
- The Club Sport Council and Director of Intramural & Club Sports will review your request and make appropriate comments.
- The Club Sport Council will hold a meeting in May to discuss your clubs’ request. If the circumstances require, the club will be allowed to present their allocation to the Club Sport Council and Director of Intramural & Club Sports.
- The Club Sport Council will make recommendations for budget allocations to the Director of Intramural & Club Sports.
- Once final determinations have been made, each club will meet with the Club Sport Council and Director of Intramural & Club Sports and receive their allocation (as scheduled at the end of May).
- Clubs will have access to the funds beginning the **first day of the Fall Semester**.

**Budgeting Responsibilities**

The following budgeting requirements will help you coordinate and effectively manage the funds utilized by your club:

- Once funds have been allocated, prepare an adjusted budget to accommodate the differences between the request and the actual allocation. Do not use the original request as your approved annual budget.
- Stay within your budget. Spend your money carefully and make sure expenses will assist the club in reaching its goals.
- No funds = no purchases or travel!
  - Purchases, travel, coach’s stipends and other expenses will not be approved if the club does not have the funds before the purchase or trip.
  - Club’s may request approval for purchase or travel that exceeds their current balance provided they submit a written statement of individual accountability printed and signed by each club member. This statement will say each member of the club will be equally responsible for any negative balance and agrees to have a hold placed on his/her student account if not paid.
- The Club Sport Council Treasurer or Director of Intramural & Club Sports must approve all expenditures. **Only the treasurer is allowed to spend club funds.**
  - No approval and/or no receipts = No reimbursement.
● Pay your bills on time. Proactively seek quotes from leagues, officials, governing bodies and vendors for pre-approval. This will help ensure payment is made promptly.
● With the help of the Club Sport Council Treasurer, devise a separate budget for major events (i.e. travel outside of the local area including regionals and especially nationals) that itemizes all projected income and expenses.
● **Write receipts for all income received.** Be sure to record and deposit any cash received within 48 hours. The Club Sport Staff will supply receipt books. Receipts are required if any form of income is received by the club. This is to include, but is not limited to: club dues, fundraising, sale of anything, and any other situation where money is received by a club member.
  ○ **ALL MONEY RECEIVED NEEDS TO BE TURNED INTO THE Club Sport Council Treasure WITHIN 48 HOURS OF RECEIVING IT.**
● Learn to maintain accurate and up-to-date financial records. Club records are subject to review and/or audit at any time. It is vital that you maintain an accurate list of all income and expenditures.
  ○ Receipt books will be collected and audited on a regular basis, at the discretion of Club Sport Council Treasurer.

### III. Dues

Clubs in the Club Sport Program are required to charge minimum annual dues of $100 ($50 per semester). At the beginning of the academic semester, the Club Sport Council will meet with each club on an individual basis to establish the following contract:

- IM Leagues due date
- Due date for payment of individual dues
- Fundraising goals and deadline

Failure to uphold the established contract will result in fines and could lead to additional disciplinary action.

### IV. Donations

All donations must be turned in to the CSC Treasurer who will deposit them into club accounts. Donations equal to or greater than $1,000 will be turned into the CSM Foundation, where a foundation account will be created for your club if one does not already exist. A letter will be written for tax purposes and sent to the donor when the donation exceeds $1,000. **Budget Rollover**

The remainder of a club's budget will roll over to the next year. Funds allocated by the CSC are not eligible for rollover. For example, if a club was allocated $3000 by the CSC, raised $1500 through fundraising, and they spend $2000 that year, only $1500 will be rolled over for the next year. The funds that are not rolled over will be transferred back to the CSC account to be used at their discretion.

### V. Purchases

To initiate a purchase, submit a purchasing request go to [http://recsports.mines.edu/REC-Club-Sports-Forms](http://recsports.mines.edu/REC-Club-Sports-Forms). Please allow a minimum of two full
weeks for purchases to be approved. Licensed and custom items will take longer to produce, so they should be submitted four or more weeks in advance.

VI. Contracts

Clubs must have a consultation regarding all contractual agreements. All contractual arrangements, regardless of how trivial they may appear, made for competition or any other purpose must be made in the name of the club and not in the name of the Department of Recreational Sports or Colorado School of Mines. This includes sports banquets and many other uses of the Event Card. Please discuss with the Director of Intramural & Club Sports well in advance, since this process can take 2 or more weeks from imitation to completion.

All contractual agreements can only be signed by the Purchasing Department. Any agreement entered into by the club without prior approval of Club Sport Council is not binding upon the Department or the University and may result in individual liability.

VII. Fundraising

Although clubs receive monetary support from Club Sports, the primary funding of club activities and travel is primarily the responsibility of each club’s membership. It is important that members take an active role in raising funds to reduce the individual costs that are associated with participation in the club. Before organizing a fundraiser or soliciting funds from donors, each club’s president must meet with the Club Sport Council President for approval and compliance with school policies and procedures including sales tax.

Sponsor Letters

The Club Sports staff has standardized the process of sending sponsor letters to family, friends and alumni. Clubs have access to a standardized letter template whose body text they are then responsible for customizing to represent their club. Once complete, this letter must be sent to the Club Sport Council President for approval. Also required is the sponsor addresses using the address label template which the Club Sport Council President can provide. In addition to the request letter and the address label template, a thank you letter must be completed before letters will be sent.

The Club Sports staff will then copy and package the club’s sponsor letters, address, and send them. Club accounts will be charged for any postage purchased for the letters. All donations will be sent to and deposited into each club’s foundation account. This account is completely separate of the club sport allocation account. Donors will can support their club by making a gift online or mailing in a check to the Foundation. The Foundation will
send each donor thank you letter that includes tax deductible information. Fundraising and foundation accounts should be discussed in detail in general and weekly meetings with the Club Sport Council President and Treasurer. Upon receipt of the letters from donors, a copy will be made and placed in your box. The Club Sports staff will send out thank you letters on a schedule found to be adequate. These thank you letters will be sent to the address of all letters received by the CSC. The donor letters will be scanned and kept on file by the CSC, but the club is responsible for the original letter found in their box.

**IT IS NOW MANDATORY TO SEND OUT THESE LETTERS.** The requirement is 4 addresses provided per club member. The number of addresses is non-negotiable. If a club member does not provide the required addresses they will be charged $100.00. A hold will be placed on their account until this is taken care of.

Conflict of Interest
When seeking sponsorship, clubs must avoid soliciting companies who are already sponsors of varsity athletic teams. A sponsorship plan of action must be approved by the DIMCS when soliciting business.

Club Representation
When seeking donations or advertising, clubs must represent themselves as being from Mines. This includes using the phrases “Colorado School of Mines Club XXX,” “Oredigger Club XXX,” or similar titles.

Clubs should not use team names that do not associate them with the school.

Club Sport Alumni
All clubs must have a mailman account that anyone can subscribe to. Club Sports are highly encouraged to maintain contact with former club members and alumni. The mailman account will help to maintain contact with alumni. An alumni mailing list can prove to be very beneficial to the club. To create an alumni mailing list:
- Utilize past club records to maintain an up-to-date record of alumni;
- Mailman is a free list serve that is a valuable resource;
- A separate mailman may be added for alumni.

All print materials used to solicit gifts from alumni or other donors must be approved by the DIMCS. Coordinate this process with the DIMCS.

Donations

**VIII. Travel**

The state of Colorado has established rules governing the travel of any person or group who is associated with the state. Because of these rules, any club who must travel to events, games, or practices is required to follow certain procedures before (TA), during, and after (TE) their travel. This section will review these rules; however they are subject
to change at any time with little or no advance warning. The clubs’ Treasurer will handle all travel business for the entire school year.

IX. Club Sports Travel Services

Many clubs travel to compete in a wide variety of events. The Club Sports department encourages this and is working towards making the travel process as simple as possible. In keeping with this idea, the Club Sports department provides several services that clubs may find useful when traveling.

First Aid Kits

The Club Sports Department has purchased a First Aid Kit for each club to use. Each club is responsible for the contents of the kit and for bringing the kit to the weekly meetings with the Club Sports Council Officers. Please refer to the “Risk Management and Safety - Section III First Aid Kits” for more information.

Excused Absences

This is a two part process. Part one is requesting the excused absence(s) for the club for the entire semester by census day. The request form is available at: http://recsports.mines.edu/REC-Club-Sports-Forms. The Director of Intramural & Club Sports will have to approve any request for excused absences and will make decisions on a case by case basis for regional and national events only. If part one is approved by the Director of Intramural & Club Sports, then part two is for the club to submit a finalized, alphabetized roster with CWID’s at least three weeks prior to the date of the excused absence.

Event Card

The clubs have access to a school credit card that is held by the department and can be used to pay for various costs. The Event card must be used for everything pertaining to travel including hotel rooms, rental cars, and registration fees for tournaments and events. If a club would like to pay for qualifying travel costs before their trip, the Club Sport Council Treasurer and the DIMCS can take care of those requests. This card is tax exempt in Colorado.

Hotel and Motel Reservations

Hotel/motel reservations must be made through the Club Sports department. Reservations will be made using the Event Card prior to travel. We will not book hotels that do not take a credit card unless adequate lead time of 90 days is given to produce a check.

Rental Vehicles
Rental car reservations must be made through either the DIMCS or the CSC Treasurer. The reservations will be done in accordance with travel policies put in place by the state, the school, and the Club Sports Council.

Mileage and Gas Reimbursement

Clubs can request reimbursement for mileage or gas costs incurred during a trip. There are two ways for a club to be reimbursed. Clubs can either request mileage reimbursement on the Post-Travel Report or they may turn in all receipts from a trip and be reimbursed for that total. If a rental car is used, only gas receipts will be accepted. In either case the cost will be reported on the Travel Expense Report (TE) and a check will be written to the club’s designated travel person. Mileage Reimbursement will only be given for trips >50 miles from campus.

Travel Times

X. The travel guidelines require that no driving be done between 12:00 AM and 6:00 AM. Clubs are also required to drive no more than 12 hours in a row with no person driving more than six hours in one shift. Safety is the main concern for the Club Sports department so please keep these guidelines in mind when planning trips that will involve extensive driving.

Authorization Advance Forms

Each club’s treasurer and approval— including practices and home games off campus— at least four weeks before If this form is not submitted two weeks prior to the trip: the trip may not be approved, travel advances may not be available, reimbursement may not be approved and/or a disciplinary hearing may be held. on or before Wednesday aft

Once the itinerary has been confirmed and approved, the club sport council will have the club’s treasurer sign the travel authorization form. This must be completed two weeks prior to the departure date. Once this is approved, signed by the club’s treasurer and the Director, Intramural & Club Sports, travel is then approved.

XI. A Travel Advance (TA) form must be filled out by the CSC Treasurer for any club that will be traveling. It must then be signed by the club’s Treasurer and the DIMCS before being turned in to the Travel Office. It does not matter whether one person from the club or the whole club will be going on the trip. In order for the CSC Treasurer to complete the TA, a Travel Itinerary form must be filled out by the club’s Treasurer a minimum of 30 days prior to the date of travel. The Travel Itinerary can be found at http://recsports.mines.edu/clubsports/forms.html which will detail forms and paperwork that will be needed to fill out the TA.

XII.

XIII. The TA can also be used to request money for a trip, if necessary. Costs for the trip will need to be detailed on the TA. If there are costs that cannot or will not be covered by use of the Event Card, a check will be written to the club’s Treasurer. These checks can take up to two weeks to be processed.
(after the CSC Treasurer fills out necessary paperwork and the Club Treasurer signs the TA), due to this the club treasurer must have the form filled out by the deadline in order to receive funding.

XIV. Travel Expense Forms

After returning from a trip, the club treasurer must fill out the post-travel report found at [http://recsports.mines.edu/clubsports/forms.html](http://recsports.mines.edu/clubsports/forms.html) as well as submit the Trip Checklist (Found in the travel binder), with any original receipts to the CSC Treasurer. The Trip Checklist, and all accompanying documents, must be completed five days of return: reimbursement may not be approved and/or a disciplinary hearing may be held. On or before Wednesday after the club returns from travel.

In order to meet the requirements of a completed trip checklist, it must all receipts attached and presented properly. The Wufoo form does not need to be attached, but must be completed prior to turning in the checklist. A Travel Expense (TE) form is then filled out by the CSC Treasurer no more than one week after a club returns from a trip. If a club submitted a TA but had to cancel their trip for any reason, the TE must still be filled out. A TE is used to determine if the estimated costs on the TA were sufficient to cover the actual costs of the trip. To determine this, clubs must keep receipts for all eligible costs that they wish to be reimbursed for. Eligible costs include:

- Food (All must be preapproved by Club Sports Council Treasurer)
- Gas
- Registration or entry fees that were not paid prior to the trip

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8

Club Sports Awards

The Department of Recreational Sports and the Club Sport Council will provide the following awards to show our appreciation for the hard work and dedication that Club Sport leaders and members display throughout the year.

There are monthly awards given by the Club Sports Council:

1. Athlete of the Month: Nominations are due by the Monday following the end of a month. The nomination form can be found at http://recsports.mines.edu/REC-Club-Sports-Forms.
2. Fundraiser of the Month: Determined by the Club Sport Council based on fundraising efforts and amounts.

I. Club Sport of the Year

This award is given to the Club Sport that exhibits the highest degree of organization throughout the year. Criteria for selection include:

- Attendance and participation in Club Sport Council meetings
- Demonstrated commitment to the promotion of the club through willingness to be involved in and/or participate in group projects that positively represent the club. This includes charity events, hosting of tournaments, fundraising projects, etc.
- Responsible management of club funds.
- Ability to follow school and departmental procedures (e.g. facility reservations, reimbursement requests, purchasing).
- Demonstrated organizational skills through the delegation of club responsibilities among members and to committees.
- Student leadership (rather than advisor and/or coach involvement).
- Keeping the Club Sport Staff informed of all club activities.
- Demonstration of strong leadership and cohesion that results in member retention.
- Taking advantage of available media resources to promote club activities and publicize club events and accomplishments.

The selection process for the Club Sport of the Year Award will be as follows:

- Nominations must be received by the Club Sport Council by the first Friday in April.
The **CLUB SPORT OF THE YEAR NOMINATION** form must be filled out and submitted to the Club Sport Council when the presentation is made.

- The Club Sport Council will meet in closed session to discuss the merits of the nominees and come to a majority decision on the award winner.
- Announcement of Club Sport of the Year will be made at the Club Sport Banquet in May (if applicable).
- The Club Sport of the Year receives a $500.00 award from the Club Sport Council, (pending approval from the Club Sport Program).

### II. Outstanding Club Sport Leader Awards

The Club Sport Staff will select club leaders that exemplify the best in student leadership. These award winners will be announced during the Club Sport banquets each spring. Some of the criteria used to select the leadership awards include:

- One President, Treasurer, and Risk Manager can be nominated from each club
- Nominations must be received by the Club Sport Council by the first Friday in April
- Reflects a positive example of a student and an athlete.
- Represents the club in a positive manner.
- Is a role model for the new members of the club
- Willingness to share appropriate club information with the Club Sport Staff.
- Submit required reports and paperwork in a timely manner.
- Initiates projects that will promote the club within the school and local community.
- Is a positive force in directing the activities of the club
- Readily accepts responsibilities and completes tasks.
- Positively motivates others to do their best.
- Volunteers for leadership activities within the club.
- The officer of the year will receive a $50 gift card of his/her choice.

### III. Outstanding Coach/Instructor

The Club Sport Staff will select the coach/instructor that exemplifies the best in coaching and/or teaching college student athletes. This award winner will be announced at the conclusion of each semester. The criterion for Outstanding Coach/Instructor includes:

- Nominations must be received by the Club Sport Council by the first Friday in April.
- Reflects a positive example of a coach and citizen, encouraging sportsmanship and presenting him/herself well as a member of the Colorado School of Mines community.
- Serves as a behavioral role model for student athletes.
- Encourages student leadership to fulfill its responsibilities.
- Serves as an effective teacher of the game/activity.
- Is a positive force in supporting the activities of the club
• Communicates effectively with club members.
• The coach of the year will receive a $50 gift card/certificate of his/her choice.