



UNIVERSITY OF
NORTHERN COLORADO

Club Sports

Program Manual

2022-2023

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INTRODUCTION TO UNC CLUB SPORTS

UNC Club Sports offers a structured environment to practice and play the game students' love, while building friendships that will last a lifetime. Student-led and student-funded, Club Sport teams represent UNC in competitions and tournaments both regionally and nationally. The program assists with all financial, travel, competition, and student development aspects for all athletes and teams.

2022-2023 CLUB SPORTS

- | | | |
|-------------------|--------------------|------------------------|
| 1. Barbell | 8. Men's Lacrosse | 15. Taekwondo |
| 2. Baseball | 9. Men's Rugby | 16. Tennis |
| 3. Climbing | 10. Running | 17. Ultimate Frisbee |
| 4. Cycling | 11. Softball | 18. Men's Volleyball |
| 5. Disc Golf | 12. Men's Soccer | 19. Women's Volleyball |
| 6. Figure Skating | 13. Women's Soccer | |
| 7. Hockey | 14. Swimming | |

MEMBERSHIP AND REQUIREMENTS

RECOGNIZED STUDENT ORGANIZATION ELIGIBILITY

It is the policy of the Student Senate that chartered organizations may not exclude students from membership on the basis of ethnicity, race, color, national origin, sexual orientation, gender, creed, disability, veteran status, or religion. In cases of regional, national, or international affiliated groups, University of Northern Colorado chartered groups affirm to the Student Senate that membership selection policies and procedures of the parent organization do not require that the local organization exclude any student from membership based on the policy listed above. Each club constitution must carry a statement to this effect.

Membership of a Recognized Student Organization (RSO) at the University of Northern Colorado must:

1. Comply with all UNC policies and regulations, as well as state, local, and federal laws.
2. Comply with UNC's Office of Student Organizations non-discrimination policy which states that "recognized student organizations may not limit membership and participation in organizational activities based on race, religion, gender, age, national origin, disability, sexual orientation, gender identity, gender expression, military service, or political affiliation." This statement extends to membership privileges, officer selection, and voting privileges.
3. Submit and renewal of application for each academic year.
4. Compete at the intercollegiate level at least once per semester.
5. Be a member of a league if applicable.
6. Complete additional training through Campus Recreation's Club Sports' Office.

7. Track their membership and activities through the “Do Sports Easy” program.

Membership of a Club Sports Team at the University of Northern Colorado must consist of the following;

1. Consist only of UNC students, as we are a student-fee based program.
2. All students should have the right to vote on officers, and amendments to their teams’ constitution.
3. Have a minimum of 7 members for the first two semesters of team activity and must have 10 by the end of the first semester for returning teams. Advisor approval is needed for clubs with less than 10 participating members. (It is an RSO requirement to have 10 members on the roster).
4. Have membership requirements that do not conflict with Student Senate and Affirmative Action and Equal Opportunity policies.

CLUB SPORTS ELIGIBILITY

Students: Any student fee-paying person currently enrolled in classes during a semester is eligible to join a club sport. Specific governing bodies may have different requirements than UNC. These requirements override UNC’S Club Sport Eligibility policy.

Faculty/Staff/Alumni: UNC faculty, staff, and alumni may participate on a limited basis and must complete all DSE requirements. Faculty, staff, and alumni members may become members and be allowed to practice with the team. They are restricted from competing due to certain league or association regulations. They also must purchase a Campus Recreation Center membership to be eligible to join a team.

Non-University Participants: Non-university participants are not allowed to join Club Sports as members. In certain circumstances, non-university participants may be allowed to practice. This decision is left up to the discretion of the A.D. of Club Sports as well as the team the participant wishes to join. Outside community members and non-university participants must pay a daily entrance fee to the Campus Recreation to participate.

CLUB SPORTS MEMBERSHIP

All teams must have an organization or league they can join, must join, and must compete in that organization within the end of their first full semester. If they started in the middle of the previous semester, or end of second semester, the rule still applies for the following semester. Teams that do not take membership seriously may lose their charter at the discretion of the A.D. of Club Sports.

The individual teams are responsible for complying with their various conference, league, association, tournament, or national eligibility rules. Membership must also be approved by local, state, regional, or national governing bodies (if applicable). Only individuals listed on the membership roster, possessing adequate insurance coverage, and having submitted a release

form are eligible for any participation in practice or competition. Children (any person under the age of 18) must have a waiver signed by his/her parent/guardian PRIOR to participation.

CLUB SPORTS MEMBER CONDUCT

Club Sports members are ambassadors of UNC as participants of a university sponsored team. Members are expected to act in a mature and responsible manner both on and off campus in all Club Sports activities in accordance with University policies and the spirit of their sport.

DRESS CODE/DISCIPLINARY ACTION

The Campus Recreation Club Sport dress code must be followed by anyone participating in or performing at all Club Sports events on and off campus with exception of the pool. Bottoms must have a minimal of a two-inch inseam. All uniforms and attire must be approved through the A.D. of Club Sports. All sporting events are to be family friendly and welcoming to all community members. The Club Sport Supervisors, A.D. of Club Sports, and any professional staff member of the recreation center have the right and ability to stop any activity during Club Sport Events if uniforms or attire are not following this policy.

Disciplinary action may result in revocation of recognition as a Club Sport by the Department of Campus Recreation. The Director of Campus Recreation and A.D. of Club Sports will handle all disciplinary action. Incidents that involve violations of UNC Student Code of Conduct will also be referred to the Dean of Students Office for investigation.

CLUB SPORTS PARTICIPATION AGREEMENT

Consumption of alcohol and non-prescribed drugs are prohibited during all Club Sport Program activities, regardless of the age of the participants. Non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant's health, or performance as a member of this organization are also prohibited. Team activities are defined as any social, practice, competition, demonstration, clinic, or community service sponsored, hosted, or arranged by or for members. Travel is considered a team activity from the time of departure to return.

All Club Sport program participants have an obligation to refrain from actions and behavior that may jeopardize themselves or other Club Sport participants. The Club Sports program at the University of Northern Colorado reserves the right to remove participants from the program for actions/behavior that are deemed dangerous or detrimental to themselves and/or other Club Sports program participants

UNIVERSITY DRUG AND ALCOHOL POLICY

The University of Northern Colorado prohibits the unlawful possession, use, or distribution of drugs, alcohol, and other controlled substances by all members of the University community (students, faculty, staff, alumni, and guests). Individuals who violate this policy shall be subject

to discipline, termination, dismissal, debarment, arrest, or citation as applicable. Additionally, employees or students who violate this policy may be required to participate satisfactorily in drug abuse education, counseling, or rehabilitation programs approved by the University.

UNIVERSITY HAZING REGULATIONS

The University of Northern Colorado defines hazing as:

“an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they are violations of this rule.”

The University of Northern Colorado prohibits recognized fraternities, sororities, athletic teams, club sports, other recognized student organizations, persons or groups using University facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations, from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations. Hazing is any action or activity, whether conducted on or off University property, which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they are violations of the regulation.

Hazing activities include, but are not limited to the following activities: Whipping; beating; paddling; branding; calisthenics; running; exposure to the elements; forced consumption of food, liquor, or drugs (legal or illegal), or any other substances; sleep deprivation; forced exclusion from social contact; conduct which could result in any form of embarrassment; nudity; coerced sexual harassment; kidnapping; or car drops, when conducted in a prohibited manner as defined above. Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests, and the University during initiation activities. Every precaution must be taken to protect against University, individual, and organizational liability.

Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to University disciplinary processes and/or debarment from use of University facilities. Recognized student organizations may lose recognition after a University Hearing. This action deprives the organization of the use of campus resources, the action use of the University's name, and the right to participate in campus sponsored activities. This loss of recognition may be for a specific period of time or for an indefinite period of time until stated conditions are met.

THE DISCIPLINE PROCESS

Violation of, or non-compliance with, University policies, campus regulations, Club Sport procedures or UNC standards of conduct may result in loss of Club Sport membership or other disciplinary action taken against the Club Sport involved. The discipline process has been developed to assist the Director of Campus Recreation, A.D. of Club Sports, and the Department of Campus Recreation staff in effectively managing a productive and structured Club Sports Program.

Minor Infraction - Examples include, but are not limited to the following: failure to turn in required paperwork, failure to meet deadline requirements, failure to have at least one officer at all Officer meetings, failure to turn in travel forms, failure of cooperating with other students, etc.

1. First Infraction – Written warning via email.
2. Second Infraction – 1-on-1 meeting with the A.D. of Club Sports
3. More than Two Minor Infractions – The following disciplinary actions will be imposed at the discretion of the A.D. of Club Sports and Club Sport Executive Council.
 - a. The teams' allocations are frozen and/or a part of the teams' allocation may be forfeited.
 - b. The A.D. may take any action deemed appropriate, including determining the amount of allocation forfeited by the team.
 - c. The team is notified in writing of the action taken.
 - d. The team is advised of their right to appeal.
 - e. Change in team leadership may be required

Travel and Home Roster Infraction and Fine Process

4. First Late Roster = \$25/day Fine to teams' budget
5. Second Late Roster = \$50/day Fine to teams' budget and a written warning
6. Third Late Roster = \$75/day Fine to teams' budget, a write-up and a meeting with the A.D. of Club Sports and Graduate Assistant
7. Forth Late Roster = \$100/day Fine to teams' budget, a write-up and loss of game privileges

Warnings and Write-ups will be held and documented in team's evaluation

Major Infraction - Examples include but are not limited to a teams' actions that are outside the acceptable standards of conduct as determined by the Club Sports Program, the Department of Campus Recreation, or the University of Northern Colorado Student Code of Conduct.

These actions include, but are not limited to the following:

1. Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Department of Campus Recreation & the Club Sports Program
2. Misusing team funds and/or abusive use of team funds
3. Allowing ineligible individuals to participate in team activities
4. Compromising the safety of team members while traveling
5. Transporting and/or consuming alcohol or illegal substances while on official team trips
6. Hazing of any kind occurring during team activities
7. Academic dishonesty
8. Failure to join an organization, and new teams have until the end of their second semester
9. Failure to compete by end of both semesters
10. Any actions that are deemed inappropriate by the Club Sport Program, Department of Campus Recreation, or the University of Northern Colorado Student Code of Conduct

For all Major Infractions –

1. A meeting with the A.D. of Club Sports and Campus Recreation Director is scheduled
2. Input from appropriate administrators and staff members is solicited when appropriate
3. The A.D. of Club Sports with the help of the Club Sport Executive Council determines the disciplinary action to be taken
4. The team is notified in writing of their decision
5. The team is advised of the right to appeal the decision
6. Possible disciplinary action includes:
 - a. Probation, Freeze of allocation money, Loss of funding, Loss of facility reservations
 - b. Loss of UNC Club Sport membership/charter

* Any or all disciplinary actions may be voted necessary*

Appeal Process

The appeal process exists to insure all disciplinary actions taken against Club Sports teams are equitable. The person and/or committee to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. With the concept of equality in mind, be forewarned that appeal of a disciplinary decision that seems extreme to the team could result in an even stiffer penalty being levied by the person and/or committee who hears the appeal. To file an appeal, a club must follow the appropriate steps as listed below:

1. Written notification from the team representative to the Director of Campus Recreation indicating the teams' reasons for the appeal and any circumstances related to the situation that caused the infraction must be submitted within 72 hours of the date of the appealed decision.
2. The Director and/or committee will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the A.D. of Club Sports.

3. The Director's and/or committee's decision will be final

CLUB SPORT EVALUATION SYSTEM

Teams will be evaluated on a continual basis based on performance of specific criteria established by the A.D. of Club Sports. The evaluation system will affect a club's funding during both the current, and upcoming academic year. A breakdown of the evaluation system and deadlines follows. In addition, the Club Sport Evaluation System will be utilized to help determine priority for additional funding for clubs (when available) through the Club Sports Supplemental account.

Evaluation Area	Deadline
1. Attend Rec Fest & Student Involvement Fair	August 20 th and 22 nd
2. Attendance at Club Sport Council Meetings	Monthly
3. Fall Schedules & All Required Paperwork (Practice/Games/Events)	September 6 th , 2021
4. League Membership Requirements	Deadlines Varied
5. All Officers Certified (CPR/FA/AED)	September 13 th , 2021
6. Spring Schedules (Practice/Games/Events)	December 2021
7. Participation in Club Sport Community Service Event	Activity/Date TBD
8. Submission of 2020-2021 Budget Proposals	April 2022
9. 2018-2019 Budget Proposal Presentation	April 2022
10. Matching 100% of allocated student funding	May 2022
11. Attendance at Year-end Meetings	May 2022
12. Participation in own club community service (once per semester)	December 2021, May 2022
13. Travel Roster, Travel Resource Forms, and Budget Sheets	Monday's before trips occur
a. Out of state travel information	Varies on trip (2-3 weeks prior)
14. Home Roster and Forms	Monday before game/event
15. Participation in Incentive Program	Throughout the year
16. Compete at least once a semester	December 2021, May 2022

CLUB SPORTS EXECUTIVE COUNCIL

The Club Sport Executive Council was created in the Spring of 2011 to assist in deciding the distribution of allocations, disciplinary actions, meeting agendas, and how to better the experience and retention of participation in Club Sports. The council is comprised of six officers from different teams to represent all Club Sports athletes at UNC. Members are appointed to the Executive council by Assistant Director of Competitive Sports and the Graduate Assistant. Once a member is appointed to the council, they have the option to stay on the council for up to two years.

Terms of Service

- If a member of the Executive Council quits their team or no longer becomes involved with Club Sports their position will be forfeit and another officer will be given the position.
- The Executive Council represents the Club Sports program at a higher level than a normal officer. If any member of the Executive Council is part of a negative instance involving their team or another Club Sport Team their retention on the Executive Council will be evaluated by Brett Ford and the Graduate Assistant
- The Executive Council will assist the Graduate Assistant in the implementation of the Incentive Program as well as the planning and coordination of program community service.
- Executive Council members will serve a two-year term.

See the 2021-2022 Executive Council Manual for additional details.

INCENTIVE PROGRAM

Points awarded to teams for participating in the club sports program. This encourages a community of athletes that know each other and want to improve the entirety of the club sports program. Points are weighted in different amounts to encourage a variety of activities and levels of involvement for the athletes of the club sports teams.

The percentages below represent how much each activity is worth. For example, if 10 athletes attended a game, that team would earn 45% multiplied by those attended, making it 4.5 points.

- ATTENDANCE: 50%
 - Must sign the Event Sign In sheet that the Competitive Sports Supervisor will have.
- DATE NIGHTS: 25%
 - Date Nights where a male and female sport is offered will only count for half points
 - (Baseball & Softball, Men's Volleyball & Women's Volleyball, Men's Soccer & Women's Soccer, Men's Rugby Women's Rugby, Men's Lacrosse & Women's Lacrosse)
 - **Picture proof submitted to Canvas or emailed to GA of Comp Sports**
- TEAM BONDING: 25%
 - **Picture proof submitted to Canvas or emailed to GA of Comp Sports**
- FITNESS: 10%
 - Signing in at the front desk is required
 - If an athlete is on more than one Club Sport, they are only permitted to sign in for one sport at a time.
- EXTRA POINTS: 100%

- These points can be earned by having a team that is involved with the UNC Campus Recreation Center outside of the normal everyday programs.
 - Events such as the Homecoming 5k, completing additional community service activities, attendance or volunteering for any Special Olympics Event.
 - These will be rewarded at the discretion of the Competitive Sports GA and Assistant Director of Competitive Sports.
- **Picture proof submitted to Canvas or emailed to GA of Comp Sports**
- FITNESS WELLNESS/OUTDOOR PURSUITS: 100%
 - Reports will be done once a month to gather the rosters of the athletes that participated in Outdoor Pursuits and Fitness and Wellness activities.
- INTRAMURAL SPORTS: 50%
 - In the instance that a player is playing in their respective sport (ex. Men's Basketball playing IM Basketball) a limit of half of the starting lineup can be from the Club Sport Team.
 - Teams that do not have a respective sport in IM (this excludes basketball, volleyball, baseball, softball) will have the opportunity to have their entire team sign up for any IM sport without restrictions.
 - This partnership encourages athletes to continue participating in sports and other aspects of the UNC Campus Recreation Center.

Rules:

In the Fitness Aspect, if there is more than 1/3 of the entire team roster signed in at one time this will be considered a practice and the points will be voided.

If a team practices in a space that is not scheduled for that team and signs into the incentive binder; these points will also be voided as it is still a practice. (Example: Swimming lifting weights for practice instead of using the pool)

Any falsifying of incentive points will result in the points earned being voided and can have an impact on the end of the year evaluation and allocations depending on the severity.

Athletes should only sign in themselves and no other athletes.

INTERNAL CLUB SPORTS OPERATIONS
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The Department of Campus Recreation, specifically the A.D. of Club Sports, will serve in a support role for supervision and coordination of all team activities. However, the planning, execution, and evaluation of all team activities is the responsibility of team officers and members.

CLUB SPORTS MONTHLY MEETINGS

The A.D. and Executive Council will host monthly meetings on Tuesday evenings as seen below, and attendance is required for every team. These meetings are essential for effective administration of all Club Sports activities. All team officers are encouraged to attend every meeting, one officer is required. Sanctions, including loss of funds and facility space, will be placed on any team whose members do not attend. Each team will be required to meet with the A.D. of Club Sports at the beginning and end of each semester. Dates and Virtual Team links will be released via email and Canvas by the A.D. of Club Sports.

2021-2022 Monthly Meeting Dates

Wednesday Monthly Officer Meetings

- Aug. 25th 5:30pm in-person, minimum of two officers are required – Champions Room or Upper Group Fitness – email will confirm
- Sept. 15th 5:30pm – Virtual Teams
- Oct. 13th 5:30pm – Virtual Teams
- Nov. 17th 5:30pm – Virtual Teams
- Jan. 12th 5:30pm – Spring Orientation – TBD virtual or in-person based on effectiveness of fall format
- Feb. 16th 5:30pm
- March 23rd 5:30pm
- April 13th 5:30pm

CLUB SPORTS OFFICER REQUIREMENTS/ELECTIONS

Resulting from elections the previous spring, each team shall elect a minimum of two officers. The position may include President, Vice President, Treasurer, and Secretary. Teams should designate the officers based on the teams' goals and objectives. All officers will function in accordance with their teams' constitutions. Responsibilities and duties of each position can vary based on each teams' preference. There will be a Qualtrics Survey sent out at the end of the year regarding the effectiveness of the program and of teams. This will be a mandatory survey as it gives the program ways to improve and change to better serve the club sports athletes.

Although teams may have different schedules for holding elections during the school year, the Club Sports Office must have a current officer list and contact information on file by the last CSOC meeting in April. Therefore, if a teams' elections are in the fall, officers are expected to be available during the summer. Club elections must be held at least once a year, and any changes to elected positions (including all new contact information) must be forwarded to the Club Sports Office as soon as possible.

CLUB SPORTS OFFICER CONTACT LIST

The key to a successful relationship between the Club Sports Office and the individual teams is communication; therefore, a contact list must be turned in by the second Monday in September, and any changes must be brought to the attention of the A.D. of Club Sports as soon as possible.

DO SPORTS EASY (DSE)

TEAM ROSTER, CONTACT INFORMATION, WAIVERS, AND VEHICLE REGISTRATIONS

For a variety of reasons, it is important to know the individuals that participate with each individual team. If all required online paperwork (Assumption of Risk, Non-Hazing, Emergency Contact/Medical Waiver, Photo Release, Vehicle Owner, and Confidentiality) is not turned in by your first competition or September 13th 2021, practices will be canceled until paperwork is received. We need this information kept on file in the Campus Recreation Center Administrative Offices for traveling and safety purposes.

CLUB SPORTS COACHES

Any Club Sport wishing to use an instructor or coach must submit written or verbal request to the A.D. of Club Sports prior to their start at team practices. If the instructor or coach is working on a volunteer basis, the request must still be submitted. The selection of instructors and/or coaches is the responsibility of the team but is subject to the approval of the A.D. of Club Sports.

Instructors and coaches are strongly encouraged to have their own personal liability insurance as the University only covers worker's compensation claims for those who are injured on the job that are currently in the UNC payroll system. All instructors and coaches must complete the Club Sports Coaching Agreement and attend Coaches Orientation. If teams are paying an instructor or coach, they need to budget for the coach's salary and possible benefits as needed.

All Club Sports may have a coach and must be aware if their organization requires a coach. The coach should focus on his/her coaching/instructing and should not have active involvement in team management, unless he/she is a student-coach, or it is agreed in their contract to do so. A Club Sport is first and foremost a student organization and as such, the student officers must serve as liaisons between the team and the Campus Recreation staff. The key to the success of the Club Sports program is the emphasis placed on student leadership and development.

If coaches have proper certifications by a national certifying agency or written documentation of competence and background in their area of expertise, they will submit copies of these to the Club Sports Office. Coaches are responsible for the safety of all team members while practicing, competing, and traveling. This may include beginners as well as advanced players. As such, coaches should stay involved with continuing education and updated techniques as

they pertain to the sport. Coaches are suggested to be certified in Adult and Child CPR, First Aid, and AED.

COMPETITIVE SPORTS SUPERVISORS

The Club Sports program has a staff dedicated to serving as the Competitive Sports Supervisor during any home event or competition. This UNC student will work with the officers on field management, set up and tear down, and will work closely with the Athletic Trainer during the event. They also have access to all of the programs social media outlets to promote our teams during their events. Please contact the A.D. of Competitive Sports if you have further questions about their roles or this position.

PUBLICITY & MARKETING

Club Sports teams may publicize their activities in any number of ways and through any number of sources. All publicity and marketing materials must be approved by the A.D. of Club Sports prior to distribution.

- Flyers may be placed in Resident Halls, the Campus Recreation Center and around campus. 19 flyers will need to be printed, sorted, and delivered to the Housing and Residential Education office in Toby Kendal to distribute flyers in Resident Halls.
- Bring any flyers, tables, banners, etc. to the Club Sports Office for all postings in the Campus Recreation Center. They must be approved by Campus Recreation Staff.
- Information tables and meetings can be set up at the UC. Call Event Planning 970-351-1315 to arrange this. You can find the policies at www.unco.edu/un/events/table_rentals.html.
- Tabletop advertisement is also an option. Please visit www.unco.edu/uc/advertising.html

HEALTH AND SAFETY

CPR/FIRST AID/AED

The UNC Club Sport program requires all officers be trained and certified in Adult and Child CPR/First Aid/AED. These individuals will be taking the role as safety officer for the team. Certification classes are available through the Department of Campus Recreation. Registration fees for certification classes may be paid with team funds, and the cost for the class is \$30.

Proof of certification is required to be on file with the Club Sports office. The deadline for turning in proof of certifications is Monday, September 13th, 2021.

EMERGENCY/INJURY PROCEDURE

- Life Threatening Injuries: Immediately call 911 or, if the accident occurs at the University of Northern Colorado, call the University police at (970) 351-2245.
- Non-Life-Threatening Injuries occurring at the Recreation Center: Contact Building Supervisor or Recreation Center Staff at the front desk.
- Non-life-threatening injuries occurring outside of the Campus Recreation Center, not requiring an ambulance: If an ambulance is not required, have a safety officer take the injured person to obtain medical treatment. The coach should not transport an injured participant. If there is no one to transport the person, call the University Police at (970) 351-2245.
- If an Ambulance is needed: If the injury occurs at the University of Northern Colorado, contact University Police at (970) 351-2245. If you cannot reach them, call 911. If the person is conscious and able to use reasonable judgment, you must have her/his permission before transporting the person by ambulance because s/he will be responsible for payment.
- Neck or Back Injuries: **Do not move** the injured person until it is determined by a trainer or a certified EMT that the injured person can safely be moved.
- Injury Report: The safety officer must ensure that an injury report is filed with the A.D. of Competitive Sports within 24 hours of the injury or accident by a club member present at the time of injury. There are two forms of injury reports in all binders. One is bright orange and is used for head injuries that could result or have resulted in a concussion. There is a single white sheet that is used for all other injuries. These forms will be in your travel binder, the supervisor's binder or the folder that was given to your president at the beginning of the year.
- Notification of an injury requires hospitalization: If an injury to any Club Sport participant requires a trip to the hospital, contact the A.D. as soon as possible, regardless as to the time of day or night. Keep calling until you get an answer
- Brett Ford, A.D. of Club Sports, 970-351-2936 or Brett.Ford@unco.edu
- Injuries to Individuals from Visiting Teams: Students and individuals from visiting teams will be assessed by the Athletic trainer on site and the appropriate actions will be taken to ensure their safety. The trainer will also fill out the injury/incident report.
- Fire Alarm: If the fire alarm sounds in the Campus Recreation Center, the coach and club President will evacuate the team.

LIGHTNING POLICY

Campus Recreation's Lightning policy stems from the National Oceanic and Atmospheric Association (NOAA), National Weather Service (NWS), National Collegiate Athletic Association's Sports Medicine (NCAA), and the National Lightning Safety Institute (NLSI) guidelines. Within the United States, NOAA estimates that 40 fatalities and about 400 injuries occur from lightning strikes each year. 62% of those fatalities occur during outdoor organized sport activities.

According to NWS, a significant lightning threat extends outward from the base of a thunderstorm cloud about 6 to 10 miles. Lightning can actually be seen from storms more than 10 miles away provided that there are no obstructions. Without noise obstructions, you can hear thunder from less than 10 miles. **So, if you hear thunder, chances are that the storm is already less than 10 miles away.**

All Campus Recreation outdoor activities will be suspended, and participants and staff will seek shelter when a thunderstorm is about 10 miles away or less.

Monitoring and Detecting Distance of Lightning or a Thunderstorm

- Prior to the Activity Starting:
 - Campus Recreation staff who are responsible for outdoor activities will check the weather daily for chances of storms and determine if cancellation is an option.
 - If a decision is made to conduct these activities based on forecast, continued monitoring up and through the event is necessary.
 - If lightning or thunder storm is approximately 10 miles away at the start of the event, and it has not begun, postpone the start of event until 30 minutes after the last lightning strike or crack of thunder.
- During the Activity:
 - Use of Lightning Detector Device
 - Weather Phone App
 - Flash-Bang Method: If no device or phone service available,
 - Count seconds between the Flash of Lightning and the Bang of Thunder
 - Divide that number by 5
 - That number estimates how far the Lightning Strike is away
 - “If you see it, flee it. If you hear it, clear it.”: If you have obstructions to sight or sound
 - This slogan basically is saying that if you hear the first crack of thunder, it is safe to assume that lightning from that storm is less than 10 miles away.

Activity Suspension and Area Evacuation

- 10 Mile Mark: No matter which method of tracking lightning and thunderstorm you use, preparations should be underway at the 10-mile mark.
 - Participants should be notified that there is a storm in the area and activity may need to be suspended.
 - Plan for shelter should be identified and prepared (unlocked, opened, etc.).
 - If you use the “see it, flee it; hear it, clear it” method, suspension of the activity and evacuation to shelter should begin immediately as there is no clear understanding of how close the storm may be.
- 8 Mile Mark: If using a device or the “Flash-Bang” method (40 seconds), suspension of the activity and evacuation to shelter begins at the 8-mile mark.

- **6 Mile Mark:** At this point, all activity has been suspended and all participants should be safely inside a suitable shelter.

Resuming the Activity:

- Campus Recreation may resume activity after 30 Minutes have passed since the last sound of thunder.
- If another storm occurs, the activity should be suspended again, and cancellation should be considered by the staff responsible for the event.

Decision-Making Authority

With regards to who makes the decision to suspend activity, seek shelter, and resume activity, Campus Recreation will follow this decision-making authority chart. The highest-ranking member of Campus Recreation that is present for the activity will make the final decision.

Student Staff, Event Officials, and Temporary/Voluntary Staff (in the absence of the professional staff):

- **For Club Sport Games or Competitions:** the decision should be made by a collaborative group containing, Referees/Officials, Competitive Sports Supervisors, and the Athletic Trainer On-Site.
- **For Club Sport Practices:** the decision should be made by the Club Officers.

Safe Shelter Options:

NOAA defines a safe shelter from lightning being “any fully enclosed building normally occupied by people that is electrically grounded.” Some fully enclosed building options for Campus Recreation outdoor activities include:

- Possible shelter locations:
 - West Campus Fields: Campus Recreation Center, Butler-Hancock, and the West Campus Field Storage.
 - Gunter Field: Gunter Hall
 - Doubenmeier Field: Bishop-Lehr, McKee, and Candelaria Halls
 - Jackson Field and Ropes Course: Jackson Field Storage (restrooms) or Parsons Hall (basement/garage level).

In the absence of a sturdy/grounded building, any fully enclosed vehicle with a hard metal roof can provide safety. Avoid convertibles, soft tops, or carts. Also, do not touch the metal frame of the vehicle during the storm. 15-Passenger Vans are a good alternative shelter if a building structure is not available.

For Outdoor Pursuits trips, follow the Wilderness First Responder training for Lightning Safety when no sturdy structure or vehicle is available.

If someone is struck by lightning:

1. People who have been struck by lightning DO NOT carry an electrical charge. Proceed with American Red Cross protocols, including Check-Call-Care.
2. Check to ensure the area is safe and, if possible, move the victim to a safer shelter option/location.
3. Call 911.
4. In many cases, the victim's heart and/or breathing may have stopped. CPR and/or AED protocols can be started.
5. Continue to monitor victim until medical help arrives.
Remember to document the incident when possible.

MENTAL HEALTH CONCERNS

- Club Officers and Coaches will respond to students in emotional distress with compassion and empathy. (i.e. validating feelings, listening without interruption, in a calm patient demeanor).
- Club Officers and Coaches will prioritize personal and group safety.
- Club Officers and Coaches will contact a representative of Club Sports if they have concerns about a participant's health or safety in regard to their mental health. (if a student is discussing thoughts about seriously harming self or others this should be immediately reported to the Assistant Director of Competitive Sports or a Full Time Rec Center Staff Member using the emergency calling tree.
- This policy serves as a reminder that all Competitive Sports employees are Responsible Employees and Mandated Reporters, as outlined in Policy 4.5: As dictated by Title IX, all OP employees are *required* to report to the university if any participant discloses any past or current abuse or intent to harm himself or herself or someone else.
- Club Officers and Coaches should do their best to create calm, a sense of safety, a sense of connection and care, and hope.

Suicide Intent

- This Protocol should be followed for any instance that suicidal ideation has been brought to Officers or Coaches attention. Including students disclosing suicide ideation, friends/family expressing concern and mentioning suicide ideation in relation to the participant.
- Determine whether or not the student is in IMMEDIATE DANGER. Questions you need to ask: Are they currently experiencing suicidal thoughts? For example, "sometimes when people feel this overwhelmed/stressed they have thoughts about suicide. im wondering if you are having these thoughts?"
- **If No**, continue to provide support through a non-judgmental response. Validate their emotions, active listening, empathy, etc. Check in throughout the trip on how they are

doing and if they would like to talk about it with you. Report what the student told you when you return from the trip and let the participant know of resources available to them.

- **If Yes**, ask about whether they have a plan to act on their suicidal thoughts. For example, “are you thinking about acting on these thoughts to end your life?” If they say yes, let them know that you care about them and want to get them the support they deserve. Contact local authorities immediately. Do not leave the student alone or with just one person if possible, continue to check in with them, offer support and hope as you travel to the nearest emergency room. You may also use the counselor on call number as soon as you have cell service (970) 351-2496.
- DO NOT, under any circumstances, leave a suicidal person alone or with just one other person if possible. Use a small support group.
- After the person in need is under the care of a health professional no coach or teammate is required to stay. If travel is altered alternative plans will be made with communication with UNC Recreation full-time staff.
- The University will cover financial cost if they are incurred by altered travel plans due to health emergencies.
- Work with Campus Rec Staff to notify emergency contact.
- Be prepared to help Rec Staff with follow-up information and provide further details.

Resources

The UNC Counseling Center provides ongoing mental health therapy, skill building and consultation to assist students cope with problems they are experiencing. They are a confidential resource.

- UNC Counseling Center
Cassidy Hall , Second Floor
Mailing Address:
University of Northern Colorado
Counseling Center
Campus Box 17
Greeley, CO 80639

Phone: 970.351.2496

Fax: 970.351.1485

Website: <http://www.unco.edu/counseling-center/>

- UNC Counseling Center

OFFICE HOURS	WALK IN HOURS
Monday-Friday	Monday-Friday
8:00am - 5:00pm	9:00am – 4:00pm

- No appointment is necessary, walk-in visits are welcome
Counseling services are free to UNC students!

If you or a team member need help away from campus or after the regular Monday-Friday office hours, please contact the following resources:

- UNC Counseling Center after hours on call : [970-351-2496](tel:970-351-2496)
- Medical or Police Emergencies: **911**
- UNC Police: [970-351-2245](tel:970-351-2245)
- North Range Behavioral Health Emergency Line: [970-347-2120](tel:970-347-2120)
 - 928 12th Street Greeley www.NorthRange.org [844-493-8255](tel:844-493-8255)
- Assault Survivor Advocacy Program (ASAP) Hotline: [970-351-4040](tel:970-351-4040)
- Suicide Prevention Lifeline: [1-800-273-8255](tel:1-800-273-8255)
- Colorado Domestic Violence Hotline: [1-800-778-7091](tel:1-800-778-7091)
- National Domestic Violence Hotline: [1-800-799-SAFE](tel:1-800-799-SAFE)
- Rape, Abuse and Incest National Network (RAINN): [1-800-656-HOPE](tel:1-800-656-HOPE)

Health and Safety Reports

- UNC Health and Safety Reports should be used as a resource for any student who you have a concern about (i.e. homesickness, depression, relationship breakup, ongoing medical issues or concerns etc.)
<http://www.unco.edu/dean-of-students/>
- Case Managers will reach out to the student of concern within 24.
- If you need a more immediate response contact the UNC Counselor on Call (970) 351-2496, UNC Police (970) 351-2245 or 911**

ATHLETIC TRAINERS

A certified athletic trainer (or EMT if no trainer is available) are to be present at home games and events for most teams. Athletic trainers will only provide service to injuries sustained during the game or event. They will not attempt to diagnose previous injuries unrelated to team activities.

Your game schedule will be submitted to a certified Head Athletic Trainer at the beginning of each semester. If a game is canceled, rescheduled or added you must contact the A.D. of Club Sports as soon as possible so that arrangements can be made with the trainer assigned to your event. The cost associated with the athletic trainer will be deducted from the team's allocation money.

MEDICAL EXAMS AND INSURANCE

It is strongly recommended that all team members have an annual physical examination. It is further strongly recommended that all team members have medical/health insurance plan in effect. It is University Policy that all students have health insurance.

The University of Northern Colorado does not provide accident or medical insurance for team members and cannot be held responsible for injuries incurred during travel or participation in voluntary activities. Individuals must be made aware that they participate in club sports at their own risk. It is REQUIRED that all Club Sports participants sign a "Waiver and Release of Liability" form through Do Sports Easy. A minor, anyone under age 18, must have a parent/guardian signature prior to participation.

USE OF CLUB NAME AND UNIVERSITY LOGO

Recognized teams are permitted to use the name University of Northern Colorado and certain UNC logos with their team title. The name and logo may only be screened, imprinted, embroidered, etc. by a licensed approved vendor of the University. Local vendors in Greeley include GoJo's, Garrettson's & Victory Sales

Any time a team makes jerseys, t-shirts, shorts, hats, etc. with the word UNC, University of Northern Colorado, Northern Colorado or any UNC logo it must be approved by the A.D. of Club Sports BEFORE GOING TO PRINT. Work with the A.D. for approval of proof from the company.

All teams' competition uniforms are required to be logoed according to the current UNC brand guidelines.

APPAREL VENDORS

The Department of Campus Recreation has approved vendors in Victory Sales, Garretson & Eastbay/Under Armour. Eastbay/Under Armour has agreed to provide Campus Recreation with a 40% discount on all Under Armour apparel, and a 40% discount on footwear. They will also provide significant discounts on other products sold through Eastbay. Club purchases through Eastbay are also eligible for a 10% benefit in Eastbay gift cards. Club Sports teams are currently NOT required to purchase all team uniforms through Eastbay/Under Armour, however all purchases need approval from the Assistant Director. Please work directly with the Assistant Director on all purchases to ensure discounts and proofs are required for all purchases.

FACILITIES, EQUIPMENT, AND SCHEDULING

FACILITIES

University facilities are operated and scheduled according to various regulations and procedures. For your purposes, you need to know that Club Sports are fourth on the list of scheduling priorities. Facilities are scheduled first for academic classes, second for athletics, third for intramural sports/group fitness classes, and fourth for club sports. Exceptions to the above are the University Center and the Campus Recreation Center. The Campus Recreation

Center is scheduled based on the following: 1st priority – Campus Recreation formal and informal programs; 2nd priority – Intramural and Club Sports; 3rd priority – other chartered UNC groups; 4th priority – UNC non-student groups; 5th priority – external/community groups. Requests are handled on a first-come, first-served basis. Due to the high number of requests, individual groups are limited in the amount of time that can be reserved.

EQUIPMENT

All equipment purchased with Club Sport funds becomes university property and must be accounted for during the year and at the end of season. All team owned equipment may be used during the team's season and must be securely stored during the rest of the year. The Club President and the A.D. of Club Sports will take inventory at the beginning of the fall semester and again at the end of spring semester. Copies of this inventory will be kept in the team's file and with the team officers.

FALL/SPRING SCHEDULES

Teams are responsible for scheduling all of their practices/games/events with the A.D. of Club Sports. Completion of schedules must be submitted to the Club Sports Office by the start of each semester's set deadlines (refer to the Canvas course for specifics). All field requests must be submitted to the A.D. of Competitive Sports as soon as possible. Field space after scheduling deadlines is not guaranteed, so when making arrangements with opposing teams ensure you let them know it is on condition of space availability.

NO MATTER WHERE YOUR PRACTICE IS TAKING PLACE, CLEAN UP AFTER YOURSELVES!

Indoor and Outdoor Space

- Butler Hancock Field 2, 3, 4, 5, & 6 as available – Both Lacrosse & Soccer teams
- Butler Hancock Field 4 & 5 as available – Ultimate Frisbee
- Butler Hancock Field 6 – Men's Rugby
- Jackson Field, Doubenmeir, and Small Gym – Baseball
- Gloria Rodriguez Field & Doubenmeir – Softball
- Campus Recreation Center – Pool – Swimming
- Campus Recreation Center – Lower Group Fitness – Cycling & Taekwondo
- Campus Recreation Center – Small Gym & Auxiliary Gym – Men's & Women's Volleyball
- UNC Tennis Courts – Tennis
- Greeley Ice Haus – Hockey & Figure Skating
- Michener Lab - Esports

FIELD LINING

The Facility and Operations Department (F&O) at UNC is currently willing to line fields for Club Sports at no charge. Therefore, it is extremely important that you provide the A.D. of Club Sports with a layout or diagram of your field well before your season begins. It is also very

important that you have your home game schedule submitted to the A.D. of Club Sports so it may be forwarded to F&O for refreshing the lines.

MATCH/GAME CANCELLATION

The team officers are responsible for notifying the A.D. of Club Sports of any pre-event cancellations or date/time changes the Monday before the competition. In addition, the officers will need to contact the officials and governing body for their sport to inform them of the changes and confirm a new date/time for the event. Any team events that are cancelled and not communicated with the A.D. of Club Sports will still be held responsible for the Club Sports Supervisor and Athletic Trainer's payment, which will be taken from the teams' allocation money. If the event is canceled due to weather the team will not be expected to pay for the staff. Each situation is reviewed and at the discretion of the Club Sports A.D.

BUDGET AND FINANCE

STUDENT ALLOCATED FUNDS

UNC Club Sports receive funding from a variety of sources. The sources include, student fees, dues, fundraising and sponsorships. In the 2021-2022 academic year, Club Sports will distribute a certain amount from student fees for those teams eligible to receive funding.

MATCHING/SELF-GENERATED FUNDS

Each team is required to match the funds it receives from Executive Council by 100%. Self-generated funds include dues, donations, and fundraisers. Most teams will need to raise more than this amount in order to cover team expenses. Note that if your team does not raise 100% of the annual allocation, the allocation for the following fiscal year will be reduced by the amount it failed to generate.

DEPOSITS/DUES

All Club Sports athletes must bring their dues or fundraising money to the Campus Recreation office to be deposited. Please wait no longer than two business days for written checks. The holding of checks for an extended period of time is in violation of University policy and is not good business practice. In addition, such practices increase the possibility of checks not being honored by banks due to accounts being closed or payment being stopped. There is also the increased possibility of the check being lost. Credit card payments are also available for students to use in the office and online with DSE.

Dues must be established by the membership of each respective team. Teams are encouraged to use good judgment when establishing dues. It should be understood that dues are supplementary funds to be established at a moderate rate. If your team allows non-UNC students to be members, their dues should be structured accordingly. Funds received from

dues will be deposited directly into the team's account and may be spent, as the team deems necessary. Naturally, "as the team deems necessary" must be in accordance with all University and Campus Recreation policies and all laws. Dues must be paid individually and not by one member of the team. Athletes can pay dues online with DSE or pay dues between 8:30am-4pm in the Campus Recreation Center upstairs where the offices are located. You may also call our office at 970-351-2020 or to take a credit card payment over the phone. A receipt will either be emailed to you or be held for the athlete to come and pick it up.

Once money is brought to the office, checks will be stamped, and cash will be counted. The person making the deposit will have to fill out the Club Deposit Log sheet and get a receipt from the Office Assistant. Campus Recreation staff will then process the daily deposits and processes them with Accounts Receivable. Checks should be made payable to your team (i.e. UNC Baseball Club).

FUNDRAISERS/DONATIONS

The A.D. of Club Sports must approve all fundraising/solicitation projects. The team can perform a number of different fundraisers. These include tournaments, clinics, working special events or UNC football games, bake sales, percentage nights, car washes, etc. Attached on Blackboard are a list of examples that teams may use but are not limited to.

Teams may seek donations from any number of organizations and businesses. If an individual or company makes a donation to your team and would like to receive a tax deduction, they will need to send a check to the address below. The donation will be deposited with the UNC Foundation office, and they will process the forms which make the donation tax-deductible for the individual or company. This process takes at least four weeks to for the money to be deposited into the teams on campus bank account.

If the donor does not wish to receive a tax benefit for their donation, then the full amount will be directly deposited into the teams account. Checks should be made payable to your team's name (i.e. UNC Women's Lacrosse Club).

Checks that **do not** count for tax deduction
should be mailed to:

Checks that **do** count for tax deduction
should be mailed to:

Team Name
UNC Campus Recreation Center,
Attn: Brett Ford
501 20th Street, Campus Box 62
Greeley, CO 80639

Team Name
University of Northern Colorado Foundation
Judy Farr Alumni Center
Campus Box 20, Greeley, CO 80639-0057

EXPENDITURES

Money from team funds can be spent in several ways, including with a University Purchase Card, a check request, an EIO (Electronic Internal Order), or a Purchase Requisition.

- EIO's are used for goods and services on campus (i.e. the UC FedEx Kinko's).
- Purchase Requisitions are required for purchases more than \$5000, with the exception of travel.

As a representative of the University, each team is allowed to use the tax-exempt number to avoid paying city or state taxes. The UNC number is 98-03693-0000. To obtain a copy of this form for official use only, stop by the Club Sports office for more information. The form is also on Canvas

Do not place an order with money collected from fundraising or dues. All money must be deposited and then spent through UNC to the business or organization. Most expenses can be pre-paid with by having the A.D. use their University Credit Card. The A.D. must approve all purchases. If a team makes a purchase without prior approval, the team's funds will be frozen and a suspension will be placed on making further purchases. In addition, items will be returned or the purchaser will be financially responsible for the un-approved purchase.

CHECK REQUESTS

In some instances, Club Sports may reimburse individuals for their pre-approved expenses that are team related. This will require a Check Request Form to be completed. To complete this form, you need to bring in the billing invoice, the name of the individual/vendor to be reimbursed, his/her mailing address, and his/her BEAR ID number. If the individual or vendor is not setup in the system and does not have a BEAR ID number assigned to them, they must submit a W-9. The check may take approximately two weeks to process. If a student's account is tied to a Wells Fargo bank account, a direct deposit will be made into their account for that reimbursement.

OFF-CAMPUS ACCOUNTS

All teams must keep all of their funds in University approved accounts. Therefore, no Club Sport may maintain a commercial checking or savings account. The most important reason for this requirement is to ensure that the A.D. of Club Sports has a full understanding of each team's financial activities. This is essential to fair and equitable allocation of funds. These guidelines will also protect officers from being charged and possibly prosecuted for embezzlement under state statutes.

ALLOCATION PRESENTATION

Each team is required to submit a 2021-2022 budget proposal in April of 2022. The presentation should include the teams' 2021-2022 revenue and expenditures, and their expected revenue and expenditures for 2022-2023. In addition, the presentation should include information about the team including number of members, record for 2021-2022, number of

home and away events, and other relevant information. The presentation of their proposal will take place in April of 2022 to the A.D. of Competitive Sports and members of the Club Sports Executive Council.

YEAR-END MEETING/SURVEY

Teams are required to schedule a year-end meeting with the A.D. of Club Sports. These meetings are important because they serve as a final wrap-up for the previous school year and provide the Club Sports office with contact information for the summer. The meeting will provide information for the survey that needs to be taken through Qualtrics as well. Topics that will be discussed include team's record, number of members, achievement of goals, highlights, individual and team achievements, and any requests or changes that a team would recommend for the following year.

TRAVEL

Whenever a team travels, a travel form and trip budget form must be submitted to the A.D. of Club Sports. These forms must be completed for any travel away from campus regardless of the type of transportation. This is a necessary precaution should anything happen while the team is traveling. If a team travels without submitting this form, their following games or contests may be canceled. There must be at least five or half of your roster traveling to a competition or tournament in order for allocation funds to be used towards any registration costs.

TRAVEL FORMS

There are two types of travel forms; travel roster form and travel resource form. The travel roster form will be filled out for any travel that **does not** require hotels, rental vehicles, or airline tickets. The travel roster is due the Monday before the travel takes place. A travel roster will be used when taking day trips to Fort Collins, Denver, Boulder, Wyoming and other closely located cities. This form can be filled out on DSE, by inputting the roster, day of travel etc. A travel resource form will be used if a hotel, rental car, and/or airlines are needed for travel. This form has a section where teams can check out the traveling credit cards outlined below as well. This form will also be due on Mondays before travel, but as follows:

- Hotel and/or rental car – 3 Weeks
- Airline tickets – 4 to 5 Weeks

When a travel resource form is turned in, the team must setup a travel meeting to pick up their travel binder and first aid duffle. The travel binder will consist all documents for team reservation, accident and incident forms, medical and emergency contact information, a safe place to keep receipts, and writing materials. The first aid duffle will consist of basic first aid items for the two CPR/FA/AED certified officers on your team to use if needed. The travel binder must be returned by Tuesday following travel.

Both forms will consist of travel information and roster of the individuals traveling. The individuals will be cross referenced to determine if they have turned in all of the appropriate forms and if they have paid their dues. Teams will be notified of which individuals will not be allowed to travel until they turn in all required paperwork or pay their dues.

CLASS ABSENCE/EXCUSE LETTERS

To prevent misunderstandings with professors, teams can request a letter from the A.D. of Club Sports to inform them of their plans to travel. The team officer will need to turn in a class excuse form with the travel roster or the travel resource form. The letter is not a guarantee that the professor will allow the absence or excuse any assignments. Each team should give their members enough notice of travel to coordinate the moving of assignment due dates, exams, presentations, etc. Athletes who have not completed required paperwork or included on DSE travel rosters will not be included on the letter.

TRAVELING FIRST AID DUFFELS

First Aid kits will be made available for all teams to check out with the Club Sports Office while they travel. The supplies are to be used for injuries or incidents during away games, tournaments, or events. They are not to be used for preventative measures (i.e. taping ankles for practice). Please check with the A.D. of Club Sports and plan accordingly to receive a travel duffel before the teams departs.

TRAVELING CREDIT CARD

The Club Sports Program has multiple “traveling credit cards” available to be checked out through the A.D. of Club Sports. The traveling credit card will be issued on a first come, first serve basis. Check the box on the travel resource form accordingly to request the traveling credit card. The card is preloaded with funds from the team’s self-generated account and can be used for fuel, last minute needs, or team dinners. The card will NOT be used for hotels, rental vehicles, alcohol/drugs or any other unauthorized purchases. The officers or coaches will determine how much to load the card with. **ALL ORIGINAL, ITEMIZED RECEIPTS HAVE TO BE TURNED IN WITH TRAVEL BINDER.** Teams will not be allowed future use of the travel card if receipts are not collected and turned in properly. Taking photos of receipts after you receive them is recommended in case the receipts do indeed end up getting lost.

MODES OF TRANSPORTATION

There are several ways to travel for Club Sports teams. The decision on how to travel will be determined by each team and what is safest and most affordable. Trailers will not be available to use due to complexity and the process of certifications, fees, state laws, liability, etc.

PERSONAL VEHICLES

If a team decides that it wants to take personal vehicles, the driver and their insurance will be liable of any accidents or injuries if they were to occur. Only approved drivers on DSE are

allowed to drive other athletes. Be sure that individuals traveling in private vehicles understand they do so at their own risk. Drivers need to be aware that by choosing to drive, they assume responsibility for the safety of those traveling in their vehicle. This means that drivers must follow all traffic laws and safety guidelines and should also ensure that their vehicle is in safe working condition before beginning a trip. Each athlete must complete a Vehicle Registration Form and have a copy of current insurance on file through the Club Sports office (available on DSE) prior to traveling for team activities. Depending upon funds within the self-generated account, individuals can be reimbursed for gas or check out the travel card to pay for gas. **ALL ORIGINAL ITEMIZED RECEIPT HAVE TO BE TURNED IN WITH TRAVEL BINDER.**

UNC MOTOR POOL (as of 8/1/21)

Sedan Rates (6 cars)	7-Passenger Van Rates (2 minivans)	15-Passenger Van Rates (8 vans)
<ul style="list-style-type: none"> • \$30 Daily • \$150 Weekly • \$0.32/mile 	<ul style="list-style-type: none"> • \$50 Daily • \$250 Weekly • \$0.50/mile 	<ul style="list-style-type: none"> • \$75 Daily • \$375 Weekly • \$0.55/mile

Unleaded/E-85 gas is covered within UNC motor pool rental costs.

15 PASSENGER VAN REQUIREMENTS

- Anyone wishing to drive a 15-passenger van must first attend a van orientation session. This orientation is not required for those driving either a sedan or a 7-passenger van (minivan).
- The 15-passenger van orientation is free of charge and includes tips on driving a 15-passenger van, the fuel credit card, procedures for obtaining vehicle maintenance on the road, insurance, and other helpful information.
- To arrange for a van orientation, please contact Michael Stadler with Transportation Services at Michael.Stadler@unco.edu.
- Orientation should occur at least four weeks prior to travel date. The orientation session typically takes two hours and will need to sign up for a driving test. Please remember to bring your driver's license with you, as Transportation Services staff will ask to see it, and will verify its validity through UNC Police.
- A certification card and number will be issued upon the successful completion of the van orientation. The drivers may be asked to present the card when picking up a van.

UNC VEHICLE ACCIDENTS AND INSURANCE INFORMATION

- In case of an accident, it is the driver's responsibility to notify the proper authorities (local police, state patrol, or county sheriff) and Transportation Services immediately.
- Accident reports and insurance forms, including instructions to drivers, are provided in the white binder kept in the vehicle.

- In the event of an accident, the accident report form found in the back of the white notebook must be filled out and returned to Transportation Services within 5 business days. Be aware that you may be asked to obtain a copy of a police report as well, so be sure obtain the name and telephone number of the reporting officer, the case report number, and the name of the police agency for which the officer works.
- Liability insurance covers University vehicles only while they are being used for official University business. Misuse of University vehicles could result in the driver being personally liable for any and all damages and/or injuries.
- UNC is self-insured for liability only. Costs for damages caused through the fault of the driver may be chargeable to the University as comprehensive losses, and under some circumstances, may be chargeable to the driver, especially in cases of negligence, or if the driver was engaged in unlawful behavior at the time of the accident (e.g. driving under the influence of alcohol).
- Insurance coverage does NOT include personal injury protection (PIP) or medical coverage. State (University) employees on official University business may submit a worker's compensation claim for bodily injury sustained while traveling in a University vehicle. Bodily injury claims for any other driver or passenger (students, University visitors, etc.) in a University vehicle are subject to personal insurance coverage; there is no coverage for non-employees.
- If a vehicle is damaged in a manner beyond normal wear and tear, due to negligence or carelessness, or if damage is not reported to Transportation Services upon return, any and all repair costs may be charged to the renting department.
- For more information on vehicle insurance, please contact Transportation Services at 351-1258.

ENTERPRISE RENT-A-CAR

Club Sports has a contract with Enterprise Rent-A-Car and Hertz that reservations can be made through the A.D. of Club Sports. Renters above the age of 18 are able to drive rental vehicles for business use only. Full coverage and \$1,000,000 liability is included in the following rates:

Enterprise - Class	Daily	Weekly
Economy/Compact	\$34.86	\$174.30
Full Size	\$37.58	\$187.90
Mid/Standard SUV	\$56.14	\$282.05
Minivan	\$57.51	\$287.55
15 Passenger Van	\$116.73	\$583.65
Large SUV	\$88.86	\$444.30

Additional fees will be applied to rates and teams are responsible for fuel.

SAFE DRIVING PRACTICES

Here are some suggestions for having a safe driving experience during a club trip:

- Obey all traffic laws, especially speed limits. Carpool and caravan where possible.
- Wear seat belts. The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Begin the trip well rested with planned routes and aware of weather conditions.
- No horseplay, racing, or other distracting or aggressive behavior.
- Do not consume, possess, or transport alcoholic beverages, illegal drugs or unauthorized firearms or other types of weapons.
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking medication.
- Check in and out with the Club Sport office upon departure and return.
- Have at least 1 cell phone per car with the Club Sport A.D.'s office & cell phone number.
- Drivers should have at least 6 hours of sleep before driving.
- On extended trips, have at least one other approved driver in the vehicle. It is recommended that drivers rotate every few hours.
- A passenger or second driver should always ride in the front passenger seat and remain awake, make sure the driver is awake and capable of driving, if not switch drivers.
- Do not transport luggage or other items on top of large capacity vehicles.
- If an accident or breakdown occurs, know and follow pre-established emergency procedures.
- When in doubt, use common sense.

EMERGENCY PROCEDURES

If you are involved in an accident:

- Stop immediately and notify the local police or call 911.
- Fill out a police report (necessary for insurance purposes).
- Obtain the names and addresses of all witnesses.
- Do not make any statements as to who is at fault. Do not make any offers to pay damages. Fault or legal liability will be decided by the appropriate authorities.
- If you are driving a rental vehicle. Follow the notification and emergency procedures outlined in the rental packet.

If someone is injured in the accident:

- If a team member is transported to the hospital, at least one officer must accompany him/her. Notify emergency contact of the player and Competitive Sports A.D. ASAP.
- If a serious injury occurs (home or away) call the A.D. at 970-351-2936 during business hours or 765-661-9094 ASAP. If they are not available, call the Campus Recreation Center,

ask for Building Supervisor and explain the situation to get the A.D. of Club Sports contact information.

- Any changes to travel plans due to bad weather, vehicle breakdown, accidents/injuries, etc., contact the A.D.

CHARTER BUSES

The University has a contract with Horizon Coach Lines and has access to other companies as well. It is a 55-seat motor coach, and rates are determined based on the distance traveled along with the price of gas. Itineraries must be determined BEFORE A QUOTE CAN BE ATTAINED. The team will be financially responsible for any parking cost while on route. The team is also responsible for the lodging of the driver throughout the trip. Please contact the A.D. of Club Sports with any interest of using a charter bus company while traveling. It is encouraged to book charter bus trips at least 3-4 weeks prior to trip.

AIRLINE TICKETS

Flights need to be planned as far out as possible and the preferred airline is Southwest Airlines. Before the purchase of any flight, the personal information of all athletes needs to be collected. The athlete's full legal name as it appears on their driver's license or government issued ID, gender, and date of birth.

Eight tickets can be purchased at one time online. Once the ticket is issued in an athlete's name, it cannot be transferred to another individual if they become injured or leave the team. The price of the tickets will reflect what is online.

Group tickets can be purchased with teams of 9 or more. Group tickets will be at a different price than shown online, and in order to receive the group rate the traveling roster must be turned into the Club Sports A.D. no more than 16 days prior to departure date. Most times the price is more per ticket, but it is the same price per ticket. The advantage of purchasing group ticket is the ability to change names on the tickets up until 72 hours before the flight. If the team fails to provide the information within the 16-day period, then the team will need to handle the flights on their own.

HOTELS

If hotels are needed, be sure to include the preferred hotel on the travel resource form. The team decides where they would like to stay, but ALL hotel reservations will be made with the A.D.'s University Purchase Credit Card. Be cautious about the number of individuals per hotel room. Some hotels are very strict and will require teams to rent more rooms to accommodate the number of team members once you arrive. Some hotels also require rosters of who is going to be in which room. On the travel resource form, be sure to indicate the athlete responsible for that room.

Hotels expect guests to behave appropriately. Team officers are responsible for their team members in regard to hotel behavior. Teams are representing UNC and if something goes wrong, they contact the A.D. of Club Sports or other offices on campus with their concerns.

We now have a contract with Greeley Country Inn and Suites for all visiting teams and parents for Club Sports events. The contract is located on Blackboard for officer's reference, but you can also contact the A.D. of Club Sports for further information.

CLUB SPORTS TEAMS TRAVEL

As representatives of University of Northern Colorado and the Department of Campus Recreation, all Club Sports members are expected to conduct themselves in an appropriate manner when traveling. Member behavior can impact a team's reputation as well as the reputation of UNC. The policies and procedures of the University and those articulated in this manual are in effect when teams travel. Reports of infractions or any other activities that negatively reflect upon the University may result in disciplinary actions. Depending on the circumstances of a situation, privileges such as facilities and funding may be frozen until the situation is resolved.

All Club travel is considered "dry" travel. Alcohol and other non-prescription drugs may not be used during the duration of the travel dates identified on the travel document. If your team does not have the appropriate amount of funds for reservations, they will not be made by the Club Sports office. Each situation is based on the A.D.'s discretion but do realize that some reservations will not be made if your team is lacking in funds. This includes any post-season play travel!

PARKING

Parking for visiting teams is free at Jackson field and free on weekends in both the paved lots (L and M) adjacent to Butler-Hancock. J-lot south of Lawrenson, Turner and Harrison is also free on weekends and after 5pm. Special posted areas and spaces such as Handicapped, Service and Fire Lanes, etc. are enforced 24 hours a day, 7 days a week. Tickets will NOT be waived for any Club Sports events.

Visitor permits may be purchased for \$5.00 per vehicle per day or \$1 per hour. They are valid in all lots in regular spaces and meters. Visitor permits are available for 1-5 days. Permit orders can generally be filled the day they are ordered. However, it is recommended that you place the order at least one week in advance to allow time to distribute them to your visitors prior to their arrival on campus. Parking maps are available upon request. Contact Parking Services at 351-1971, Monday through Friday, between 9a.m. and 1p.m. to obtain visitor permits and parking maps.

UNC Club Sports Emergency Phone Tree

Use this phone tree to gain support and provide notifications for incidents and emergencies.

- In case of IMMEDIATE EMERGENCY:
 - Call UNC Police at (970) 351-2245 or 911.
- If NOT an Emergency or immediately following a call to UNC Police/911:
 - Contact Brett Ford – Assistant Director of Competitive Sports.
 - If unavailable, leave a short and concise message - only the facts should be given, avoid speculation.
 - Continue down the Phone Tree until someone answers.

IMMEDIATE EMERGENCY: Call UNCPD – (970) 351-2245 or 911

