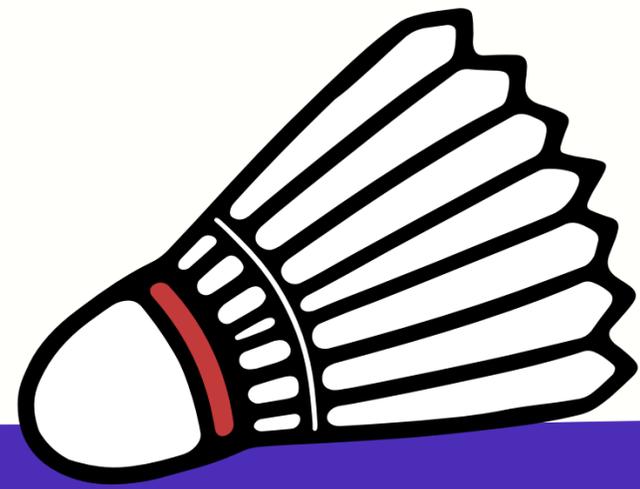




Fall 2023 Officer's Summit

AUGUST 20TH, 2023





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Announcements

- **Welcome Cheer to our Program**
- **Club Sports Recruitment Day**
 - **August 23rd, 12 pm - 4 pm**
- **Welcome Bash**
 - **August 30th, 4 pm - 7 pm**
- **Reserving the Conference Room/Seminar Room**
- **Club Sports Town hall**



Leadership

Responsibilities & Expectations (between us and you, and your and your team)

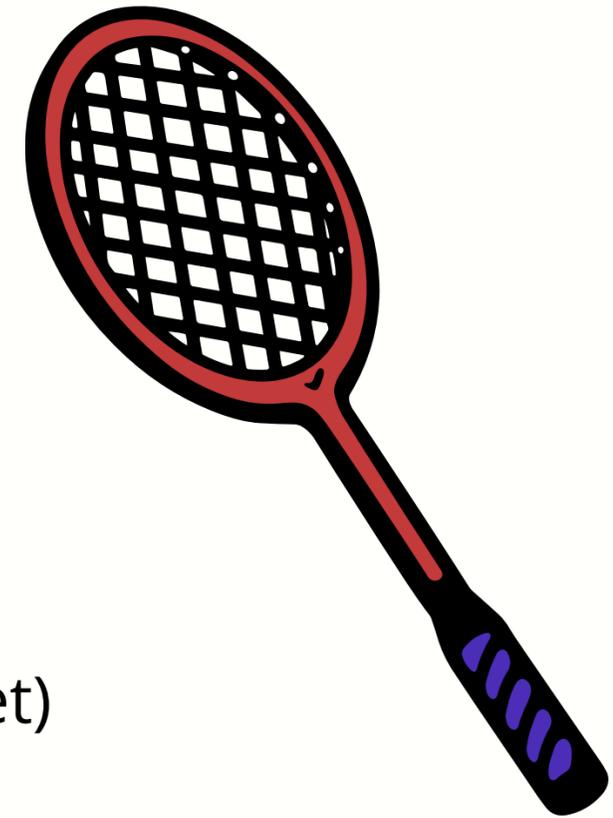
You are in BIG leadership roles

Responsibilities

- Travel plans & meetings
- Manage rosters
- Waiver signage
- Find available facilities
- Equipment Inventory
- Organize recruitment
- Selecting coaches
- Seek guidance w/ issues
- Creating and Managing budget and finances

Expectations

- Transparency
 - Communication (2-way Street)
 - Involvement
 - Commitment
- To Practice, events, and trainings
- Respect
- To admin office, officers, and members



Membership

Eligibility

Any CU Denver undergraduate or graduate student who is enrolled in at least a one-credit class and pays student fees

- Online only - pay additional \$10
- Anschutz - pay additional \$10

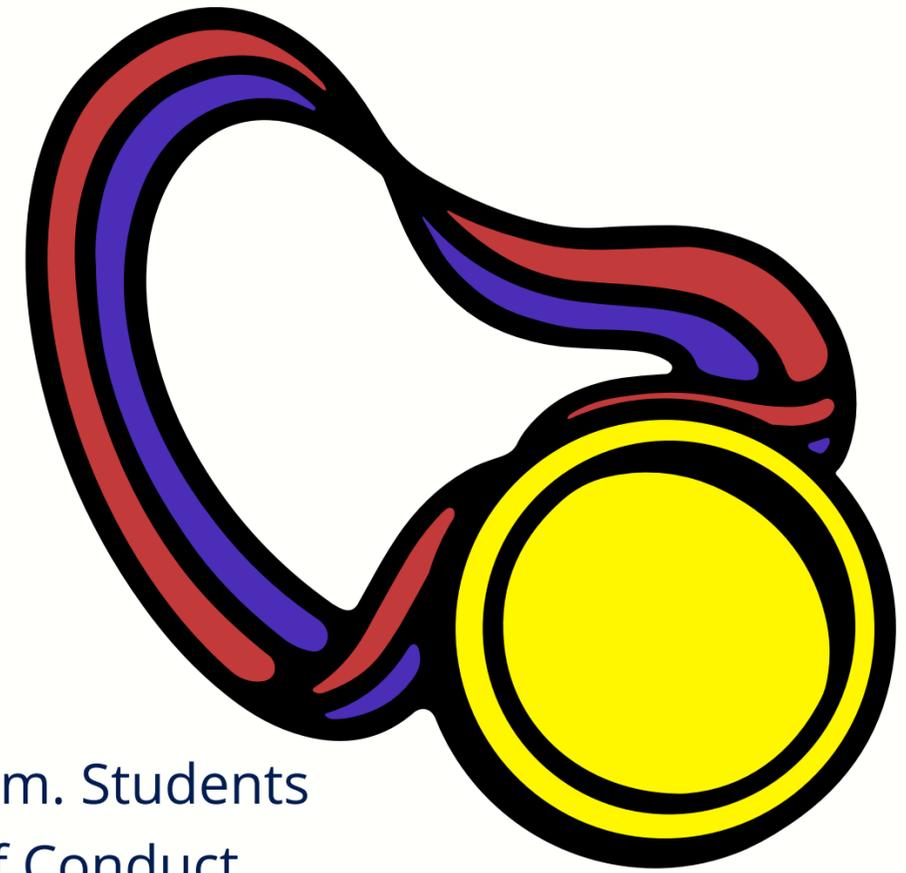
Club membership total should be 51% CU Denver Downtown Students

Waivers

Students are required to have health insurance to participate in the program. Students must fill out a Club Sports Release, Assumption of Risk Waiver, and Code of Conduct. Waivers must be signed before anyone can begin participating in anything club sport related.

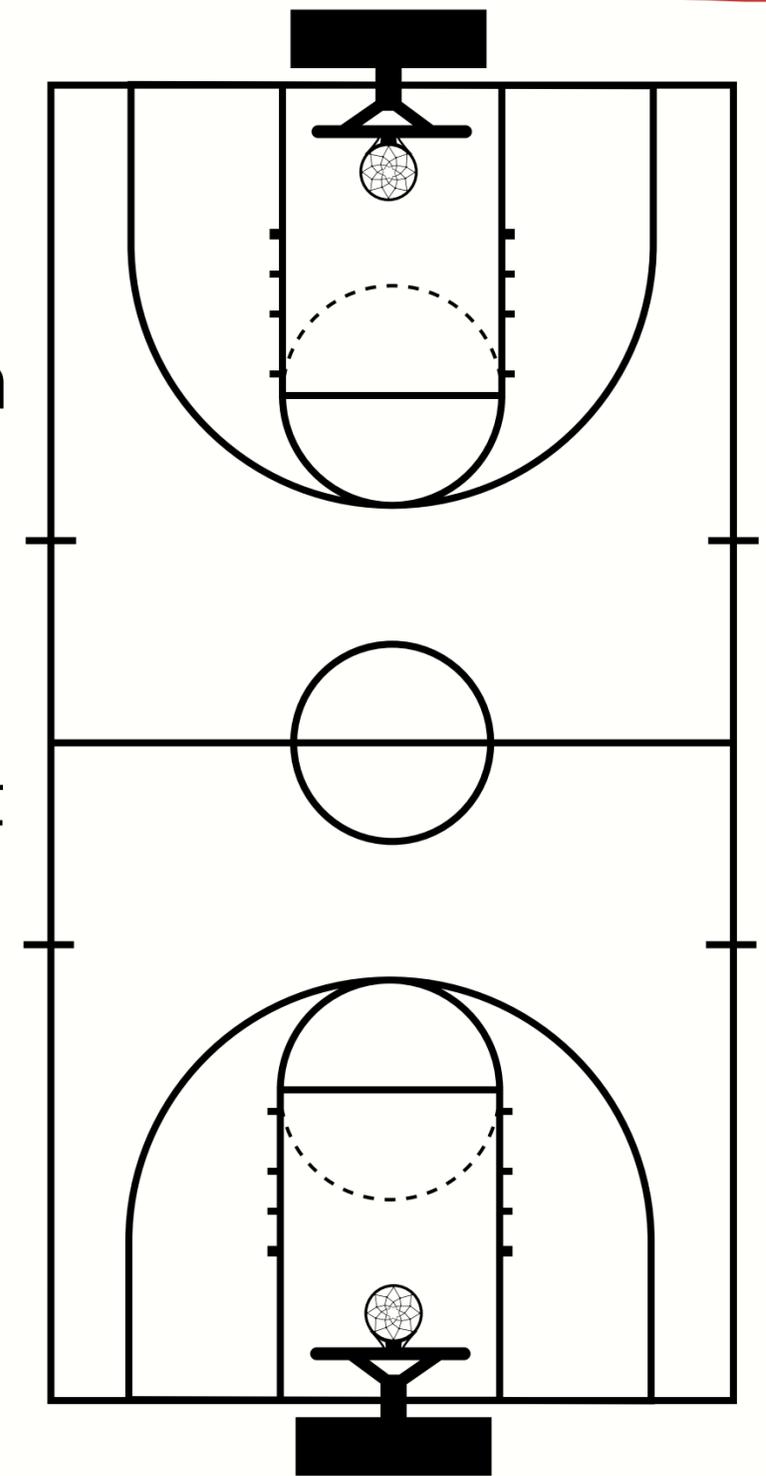
Dues

You need to let us know what your dues set-up will be, as well as the deadline, so we can input it on IMLeagues. Students can then begin to pay their dues ASAP. You have access to see who is in good standing and who isn't. You can see who has paid dues as well as waivers.



Practice + Competition

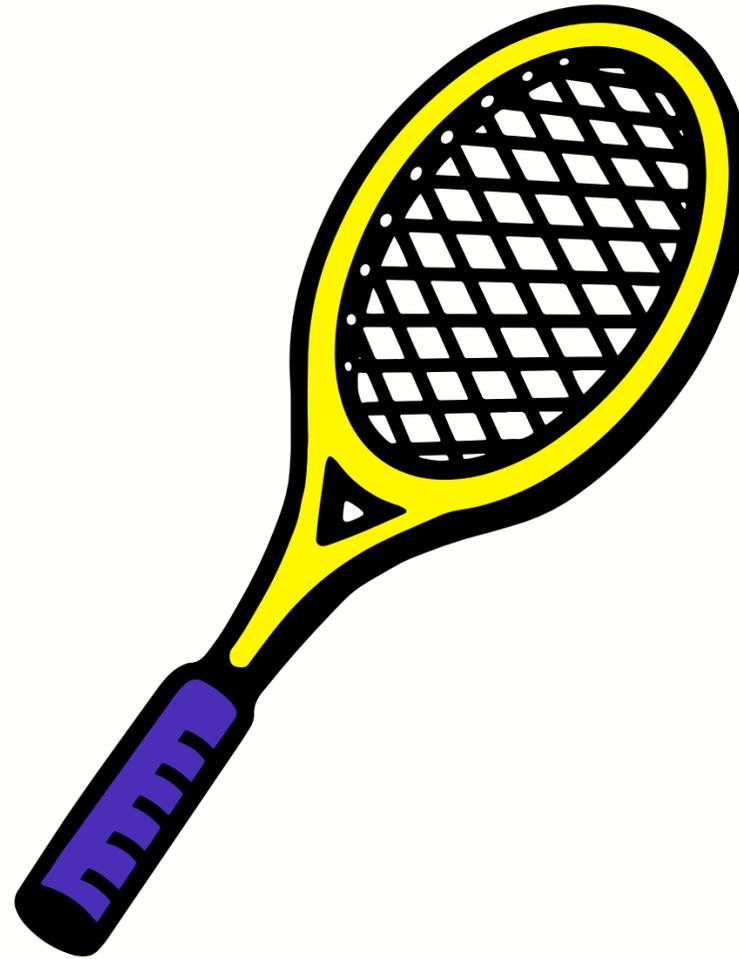
- **Facilities** (Practice Request Form)
- **Requests & Changes** (2 weeks notice minimum on practice request changes)
- **Costs**
- **Schedule (Practice & Competition)**
 - Please let us know about any and all events that you may have so we can properly market it
- **Active/Inactive Season**
- **External Facilities** (Officers are responsible)
- **4 Free Hours** (additional time is \$15-\$25 depending on facility)



Travel

Itinerary

- Travel Request Form
- Required information
- Due AT LEAST 14 days in advance for overnight travel. Day Trip due AT Least 7 Days in advance
- Roster due AT LEAST 24 hours in advance



Approval

You cannot travel until we have given approval for the requested travel event. Travel without authorization will result in disciplinary action.

Nationals

Competitive Sports will pay for hotel, flights, registration, coach registration for all National Qualifiers for the current time

Registration + Lodging

After you have found lodging and/or airfare if necessary. We book the lodging and/or Flights. We need the information for flights and can only book refundable tickets. We book and pay for these things and transfer the money out of your accounts. We do not reimburse for gas, flights, food, etc.

Finances



MOST IMPORTANT THING TO REMEMBER:

Every student organization on campus, including both Student Life clubs and Club Sports teams, should be financially stable on their own, without the use of university funding.

Any team who is unable to financially sustain itself or unable to recover from a major financial regression will not be able to continue long in the Club Sports program. Reasons for this instability may be a decline in student interest, lack of payment dues or sanctions for unpaid dues, unplanned expenses, mishandling of team money, etc.

Teams will first be placed in the Club Sports program for a year to allow time for recovery. If the team is unable to demonstrate stable improvement by the end of the year, they will no longer be active in our program. However, they will be eligible to apply to be a registered student organization within Student Life if they qualify. Any team has the opportunity to re-apply for entry into our program if the team meets our new club minimum requirements.

WHAT MAKES UP YOUR CLUB ACCOUNT?



- **Direct Income**
 - Dues
 - Fundraising
 - Donations
- **University Funding Request**

HOW CAN YOU USE CLUB MONEY?



Direct Income

Use this money however you want, including coach stipends, awards, banquets, team dinners, swag to keep, etc.

University Funding Request

TEAM purposes only; things that ~stay~ with the team; this includes uniforms (not to keep), league dues, officials' fees, travel lodging, tournament entry fees, equipment, etc.

We will be more vigilant on budget tracking this school year. We need you to be active in your purchases and income. In our Monthly meetings we will do budget checks. Please meet with our Financial Wellness Coordinator Chelsea Cassillas

Purchases

NO TAX OR IT'S A TAX-EXEMPT WEBSITE

- Send the AD of Programs email with a link to the item you want to purchase, quantity, color, and any other important details needed for us to make the purchase
- The AD will submit a purchase request to the department Business Coordinator to make the purchase
- The business Coordinator will notify GA when the order has been placed and when items arrive

Examples: Amazon, Sticker Mule, RTIC, Denver Parks and Recreation

TAX IS PRESENT OR THE WEBSITE DOESN'T OFFER TAX EXEMPTION

- Contact a direct sales representative with the vendor to inquire about receiving a tax-exempt quote for your desired items
- They may ask for proof of tax-exempt status. You can find our tax-exempt letter by searching "CU Denver tax exemption"
- If the quote is acceptable for the team's needs and the team would like to move forward, send the quote to the AD of Programs, who can then submit a purchase request

Examples: SBD, Under Armour, Mizuno, Rogue



Purchases II

NEVER WORKED WITH THIS VENDOR BEFORE?

- Send GA an email first to check with the Business team and see if they are in our Marketplace system
- Get in contact with a direct sales representative for the vendor and inquire about your desired order and a quote
- If you are interested in moving forward with this vendor and the quote provided, ask to receive a W9 and the contact info for someone who could fill out vendor information for them
 - Inform them you are associated with a university and our process for purchases, just to give them clarity!
- The timeline for how fast this order can get placed depends on how quickly the vendor fills out their information after the University sends them an email requesting it
- Once they are added and approved, our Business Coordinator will create a PO and attach the quote to process the order



Things to Keep in Mind

1. Be mindful of when you need items to arrive
2. Give us ample time to purchase/pay for things
3. Follow up with your vendors
4. Establish relationships with them!
5. NO REIMBURSEMENTS

Compliance + Discipline

- Review the handbook
- Communicate policies to members
- Set your expectations and enforce them
- Think before you speak
- Utilize your resources
- Be respectful and accountable



Point System

Bringing back the point system, but changing how it works

- The Club Sports Point System is designed to provide Officers and team members in place to ensure that the University policies are being upheld and communication is performed in a timely manner
- Each team will be given 0 points at the start of each semester (Fall and Spring)
- Positive is good standing and negative is bad standing



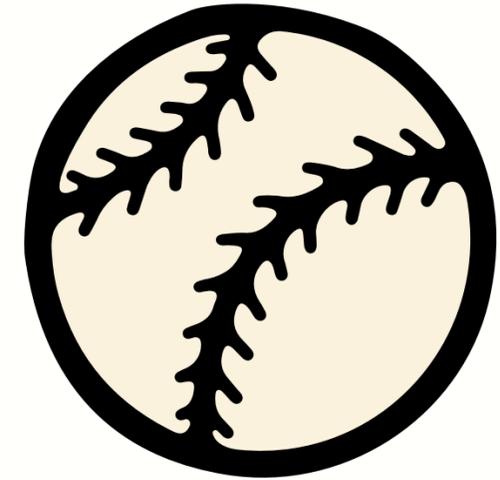
Point System II

Scale of Infractions:

- 0-3 points: May need to schedule a meeting with Lindsey about Club standings
- 4-6 points: Money towards budget proposal may be decreased (i.e. \$500+), Meeting with Lindsey may be required
- 7-10 points: loss of facility use or travel restriction. Teams will be put on probation and may be ineligible for reactivation. Money towards budget proposals may be further decreased.



Marketing



- We have a Link to the Brand Guide
- Create designs with approved logos
 - If working with a vendor or art designer, make sure they are using approved logos as well
 - Original Designs must not include any part of our logo/shield
- Everything goes through Amber Turmell, so please send everything to Lindsey Englehart
- Tabling & Flyer opportunities
- Social Media
- Tag us!
 - Instagram: @cudwellness
 - Facebook: CU Denver Wellness & Recreation Services (Like our page!)

Club Sports Townhall



Communication

Connect with us

Lindsey Englehart

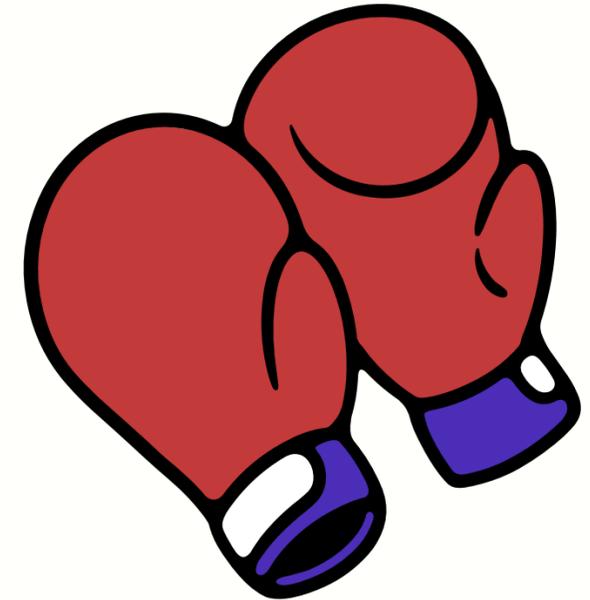
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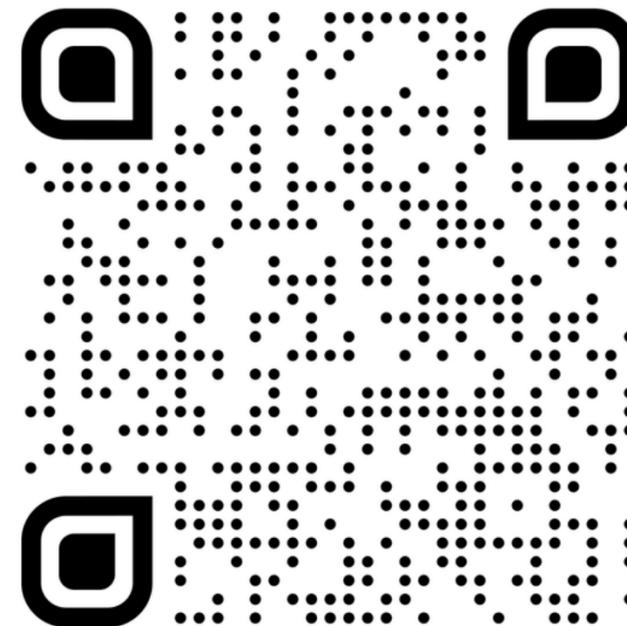
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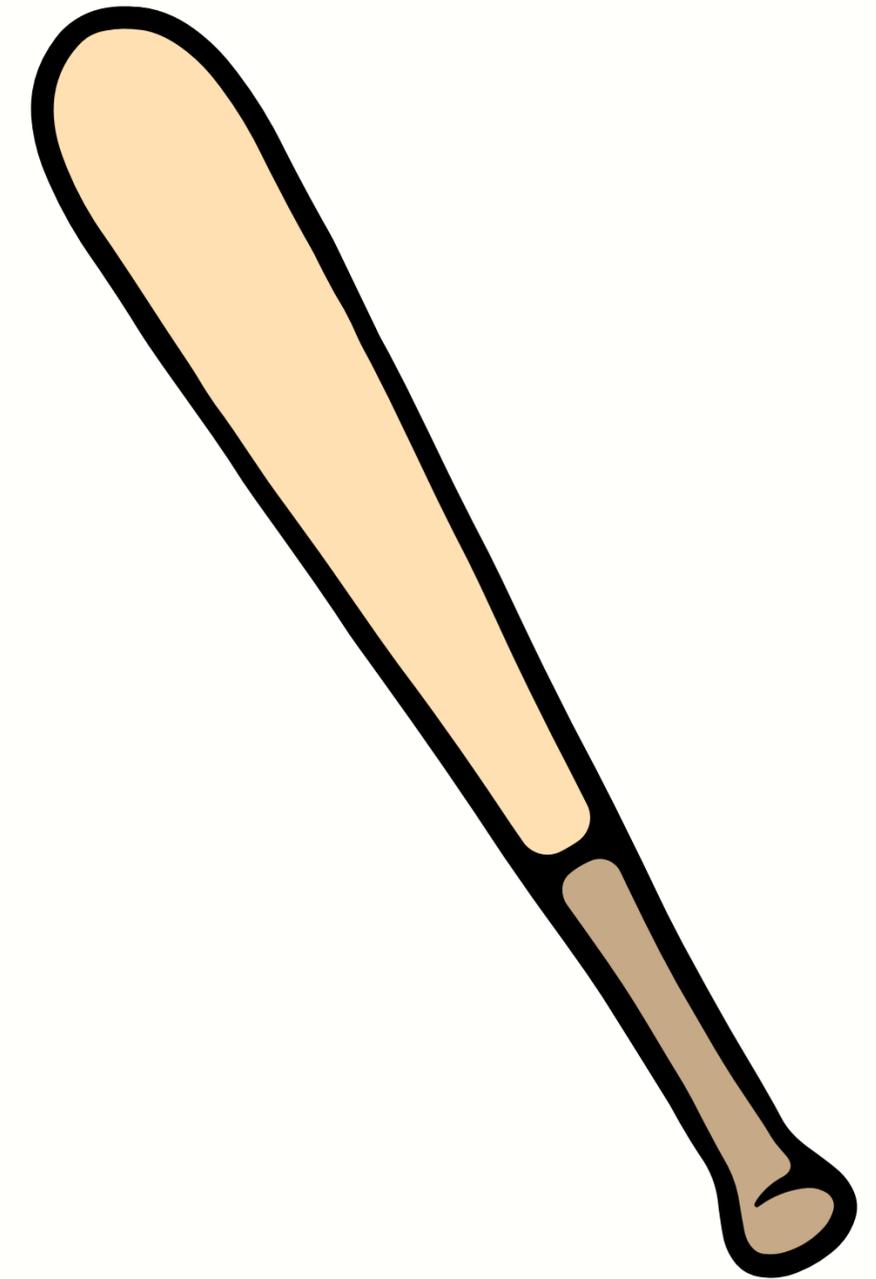
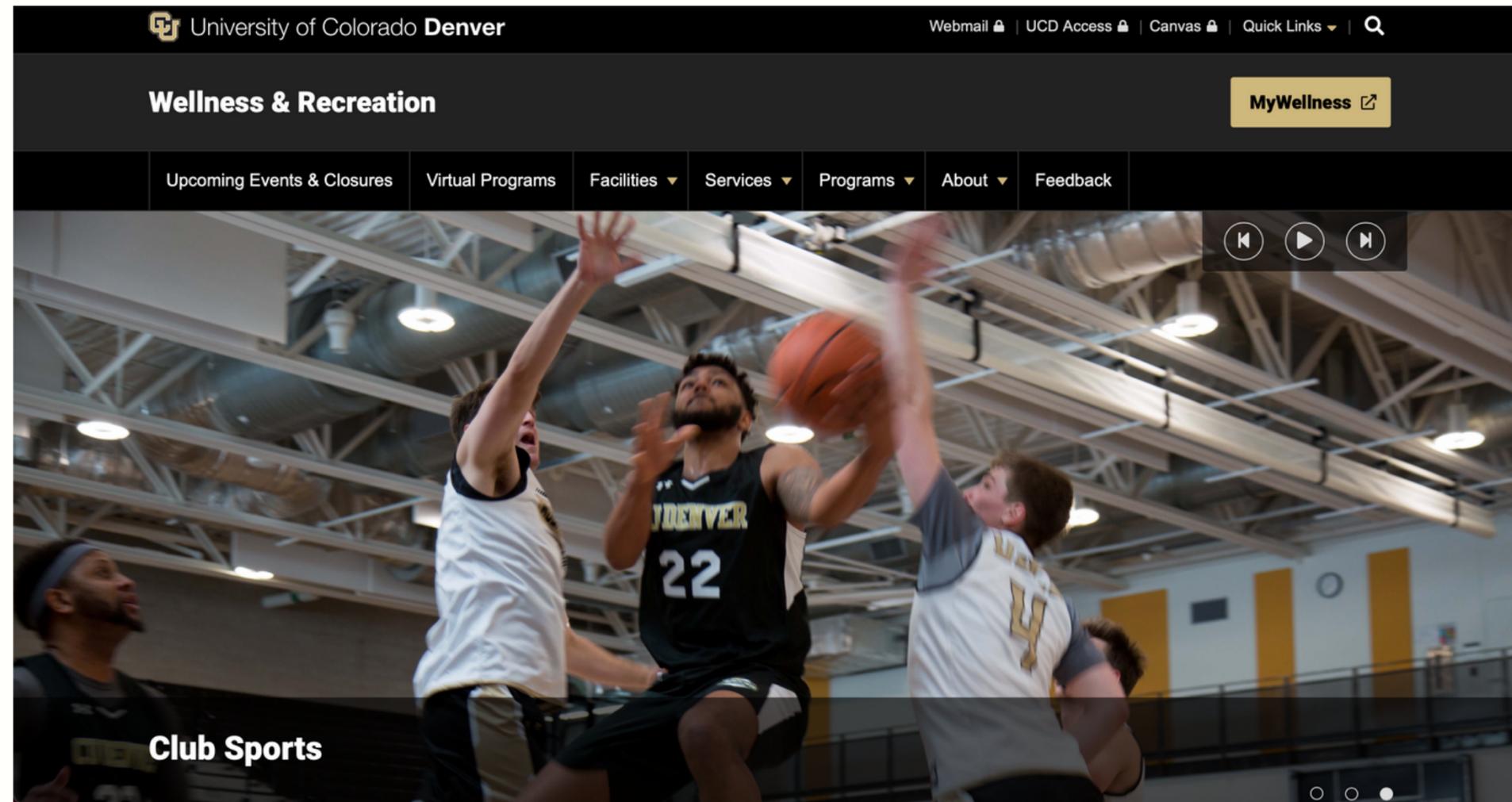
GroupMe



Competitive Sports Coordinator

TBD

Officer Resource Page



<https://www.ucdenver.edu/wellness/programs/sports/club-sports>

Reiterating Other Changes



Storage Closet:

- As some of you may have noticed or will notice we have cleaned the storage closet.
- Please keep things the way you found them. (There are Pictures on the door)
- We will need things to be organized
- Do not grab or move things that aren't for your team's use
- There is a storage area for teams to check out gear through the GA or PM (EX: Pennys, cones, speed ladders, ball bags)
- Every team will get a First aid Kit and they are checked out to each team already they are located in the teams storage tub under their section in the closet. You will check these back in to GA or PM

Reiterating Other Changes



Reminder of Home Event Sheet:

- Need to have a meeting with us before any home event to fill out sheet together with us
- Need sheet to be submitted to us at least 3 weeks in advance
- Used to provide us with info on your planned home event

Reiterating Other Changes



Overnight/Day Trip Travel Form:

- Will need to be submitted at least 2 weeks in advance
- The Travel Roster section of the form should be filled out as best as possible - if any changes or additions need to be made, they must be submitted at least 24 hrs in advance of travel
- Reminder - We book the hotel using University Funds. Gas, Food, Ect. is on you
- Day Trip notification to us is due at least 1 week in advance, the form can be found on the officer's resources page and requires a travel roster due at least 24 hours in advance.

Reiterating Other Changes



Reminder of Tracking Forms:

1. Online/Anschutz Student Tracking
2. CPR Tracking
3. Points System



Questions?

GOOD LUCK WITH YOUR SEASONS