2014 - 2015 Club Sports Teams and Mountain Sports Program Offerings

**Club Sports** – Club Sports Director Ryan White - ([rwhite@western.edu](mailto:rwhite@western.edu)) (970-943-2208)

- Men’s Baseball Team
- Cheerleading Squad
- Men’s Hockey Team
- Women’s Hockey Team
- Men’s Lacrosse Team
- Men’s Rugby Team
- Women’s Rugby Team
- Men’s Soccer Team
- Women’s Soccer Team
- Women’s Dance Team

**Mountain Sports** – Mountain Sports AD Jason Holton – ([jholton@western.edu](mailto:jholton@western.edu)) (970-943-2014)

- Climbing - Coed
- Trail Running – Coed
- Mountain Biking – Coed
- Nordic/Endurance Skiing – Coed
- Park ‘n’ Pike Skiing – Coed
- Big Mountain Free Ride Skiing – Coed
- Skier Cross Skiing – Coed
- Snowboarding – Coed
# Table of Contents

**Chapter 1**  
**Introduction – General Information**  
- Mission Statements  
- Intercollegiate Club Sports Terms and Definitions  
- General Information  
- Supplemental information related to League Policies  
- Important Phone Numbers and Addresses  
- Intercollegiate Club Sports Office Hours

**Chapter 2**  
**Club Membership and the Formation of New Intercollegiate Club Sports Teams**  
- What is an Intercollegiate Club Sport?  
- Who can join an Intercollegiate Club Sport?  
- Forming a new Intercollegiate Club Sport team

**Chapter 3**  
**Team Leader/Officer Responsibilities and Organizational Structure**  
- Team/Officer Responsibilities  
- Officer Responsibilities  
- Division of Responsibilities  
- President  
- Treasurer/Fundraising Chair  
- Travel/Scheduling Chair  
- Off-Season Clubs  
- Off-Season Responsibilities  
- Financial Penalty Chart

**Chapter 4**  
**Intercollegiate Club Sports Council**  
- Intercollegiate Club Sports Council Representative Responsibilities  
- Council  
- Election process for Board Members  
- Council General Responsibilities  
- Budgetary Responsibilities  
- Disciplinary Responsibilities  
- Dismissal of an Council Member  
- Council Job Descriptions  
  - President  
  - Vice President

**Chapter 5**  
**Funding – Sources/Allocations/Other Details**  
- Student Fee Funding  
- Referenda Teams (SGA)  
- Tier Classification System  
- National Travel  
- Tier Chart – May or may not use fully for 2013 – 2014 – TBD
Chapter 6  Fundraising
  ▪ Donations
  ▪ Letters of Support
  ▪ Commercial Sponsorship
  ▪ Advertising Sales
  ▪ Fundraising Opportunities

Chapter 7  Spending Intercollegiate Club Sports Funds
  ▪ Purchasing Methods
  ▪ Features of University Funds
  ▪ Common Expenses

Chapter 8  Travel Procedures and Policies
  ▪ General Information
  ▪ Official Travel Policy
  ▪ Lodging
  ▪ Air Transportation
  ▪ Personal Automobile Transportation
  ▪ Rental Transportation
  ▪ Disciplinary Action
  ▪ University Facilities Vehicles and Policies

Chapter 9  Administrative Assistance
  ▪ Copies/Printing
  ▪ Mailings/Postage
  ▪ Club Rosters/Spreadsheets
  ▪ Intercollegiate Club Sports Webpages

Chapter 10  Equipment Usage
  ▪ Equipment Checkout Policy
  ▪ Equipment Checkout Procedure
  ▪ Equipment/Uniform Deposits
  ▪ Deposit Refunds

Chapter 11  Facilities
  ▪ Scheduling/Communication
  ▪ General Policy Restrictions
  ▪ Field/Facility Usage

Chapter 12  Program Safety
  ▪ Risk Management Requirements
  ▪ Emergency/Injury Procedures
  ▪ Evacuation Procedures of Intercollegiate Club Sports Facilities
  ▪ Athlete Injury Protocol
Chapter 13  Public Relations
- Publicity
- Promotion
- Posting
- Summary of Promotion and Posting Guidelines
- Using the University’s name

Chapter 14  Code of Conduct
- Alcohol, Drugs, and Illegal Substances
- Travel
- Academic Integrity
- Hazing
- Sexual Harassment
- Amorous Relationships
- Discrimination
- Behavioral Guidelines

Chapter 15  Coaches’ Responsibilities
- Supervision/Responsibilities
- Meeting
- Conduct
- Dismissal Policy
- Coaches’ Agreement
- Volunteer Policy

Chapter 16  Fan Code of Conduct

Chapter 17  Disciplinary Actions against Intercollegiate Club Sports Teams
- Causes of Probation
- Definition of Probation
- Process of Probation and Termination
- Suspension or Termination of Coaches
- Suspension or Expulsion of Individual Team Members

Chapter 18  Appendix-- Important Forms
Important Contact Info -

**Ryan White**  
Mountaineer Field House 175  
Work: (970) 943-2208  
E-Mail: rwhite@western.edu

**Madelyn Curry**  
Manager of the Mountaineer Field House Fitness Center  
Work: (970) 943-3363  
Cell: (970) 596-7131  
E-Mail: mcurry@western.edu

**Duncan Callahan**  
Director of Campus Recreation  
Mountaineer Field House 176  
Work: (970) 943-3061  
E-Mail: dcallahan@western.edu

**Jason Holton**  
Assistant Director of Mountain Sports  
Mountaineer Field House 178  
Work: (970) 943-2014  
E-Mail: jholton@western.edu

**Intercollegiate Club Sports Office Hours**  
Monday - Friday – 9:00 am to 5:00 pm and by appointment - Evening meetings can work if arranged.

**Website**  
[www.western.edu/ClubSports](http://www.western.edu/ClubSports)
Chapter 1

Introduction

Welcome to the world of Intercollegiate Club Sports. Thank you for your leadership, dedication, and commitment to Western State Colorado University. This manual is designed to assist you in creating, organizing, playing, and competing successfully in an Intercollegiate Club Sport.

*The Student Affairs Department Mission*

The Office of Student Affairs is dedicated to providing support to the academic mission of Western State Colorado University. In providing such support, our mission is to provide opportunities beyond the curriculum for students to “apply the curriculum” – to question thoughtfully; to reason clearly; to either compete vigorously or to cooperate sensitively, depending on the challenge; and otherwise to fully embrace the human condition and the responsibilities and opportunities it affords.

The Office of Student Affairs is committed to working with students, faculty and staff from all areas of the University to build an open, inclusive, intellectual, and multicultural community. We are also engaged in developing and maintaining external partnerships with constituents such as the Gunnison County community, employers, alumni, parents and others. Our primary commitment is to students. Contact is initiated prior to entrance, sustained throughout their matriculation, and continued beyond graduation.

The Student Affairs staff is friendly and helpful. Everyone looks forward to supporting and assisting you in your academic work and in becoming involved in co-curricular activities. We do urge you to further enrich the classroom experience by becoming involved in one of the Clubs or activities offered through the Student Government Association (SGA), intramural/Club Sports, Wilderness Pursuits, the Fitness Center, or one of the other activities that are of interest to you.

*Intercollegiate Club Sports Department Mission Statement*

**Western State Colorado University’s Intercollegiate Club Sports Department is dedicated to providing students the opportunity to participate in competitive, Intercollegiate sporting competitions - all while fostering leadership, and encouraging involvement in the campus community as a whole.**

*Intercollegiate Club Sports Terms and Definitions*

**Intercollegiate Club Sports (ICS):** A term applied to all teams and organizations governed by the Intercollegiate Club Sports Department of Western State Colorado University, Student-Government Association, the Intercollegiate Club Sports Council, and funded through Student fee allocations.

**Intercollegiate Club Sports Team:** A member club of the ICS department made up of Western State Colorado University student-athletes organized to compete against other institutions of higher learning. Teams are comprised of dues-paying members who meet the Academic and Behavioral codes of conduct as defined in the ICS Operations Manual.

**Intercollegiate Club Sports Council:** An organization of student-leaders made up of elected representatives, including the ICS Representative as selected by votes from SGA, and from each team organized to assist in the longevity and success of ICS at Western State Colorado University. The ICS Council is responsible for assisting in financial, disciplinary, and competitive matters.
General Information:

This ICS Operations Manual has been created to assist Club Officers in the administration of their programs. Every Club Officer and Coach should be familiar with the contents of this book, as the success of his/her organization depends on it.

While the Coordinator of ICS will assist Clubs in every way possible, the responsibility for Club administration and organization lies with the Club Officers, members, and Coaches. All Club affairs must be conducted in keeping with Western State Colorado University policies and procedures.

Club Sports Teams are designed to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting and scheduling. Involvement in a group and/or team situation helps enhance the student's overall education while living in the University setting. The leadership training and opportunities available through active participation in a club sport are intended to benefit the participant throughout his/her life.

This handbook will clarify the ICS policies and procedures for student Officers, Coaches, advisors, and Club members. It is the responsibility of the Club Officers and Coaches to convey accurate information from this manual to the Club members.

Relationship between Club Sports and ICC: ICC and Club Sports have been ‘separated’. This is great!

Club Fairs: Club Sports teams are required to attend Club Fairs designated and communicated by DC.

Club Budgets: Club Sports teams are required to prepare a budget for ICS for the next fiscal year at the close of the Spring Semester.

Club Constitutions: Club Sports teams are required to prepare a current and up-to-date constitution which outlines the club’s purpose, mission, and guiding principles. Note: Club Constitutions are subject to ICS approval before being submitted to SGA.

League Requirements in Relation to this Manual:
This manual is designed to be applicable to all Clubs; therefore, some administrative, organizational, and behavioral duties may overlap with requirements designated by the Club’s respective governing organization. In an effort to avoid doubling clerical duties, and best use time volunteered by administrators, league documents can be substituted for the appropriate forms required by this manual and the ICS Department. For example: A roster report may be substituted for a ‘league required eligibility form’ or a league schedule can be modified to include vehicle requests and/or facility usage requests.
Waiver Statement

WESTERN STATE COLORADO UNIVERSITY

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. BY SIGNING THIS DOCUMENT, YOU RELEASE THE UNIVERSITY FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN THE ACTIVITY LISTED BELOW AND WAIVE ALL CLAIMS FOR DAMAGES AGAINST THE UNIVERSITY.

I, ____________________________ (Print Name), intend to participate in the ________ (Name of Activity) (Hereafter “the Activity”) sponsored by ____________________ (Name of sponsor) on these dates: ____________________.

In consideration of Western State Colorado University making arrangements for and permitting and assisting me to participate in this Activity, I agree to hold harmless, release, indemnify and forever discharge Western State Colorado University, the Board of Trustees of State University’s and the Officers, directors, employees and agents and any persons acting on their behalf as well as their heirs, executors and assigns from and against any and all liability, claims, demands, costs and expenses (including attorneys’ fees) arising out of or in any way connected with any bodily injury or property damage relating to or arising out of my participation in the Activity even if the liability, claims, demands, costs and expenses may arise, in whole or in part, out of the negligence or carelessness of the persons or entities mentioned above.

I am aware that the Activity may include certain inherent certain risks and dangers. I understand that specific risks vary depending on the level and nature of the Activity, and can range from minor personal injuries such as scratches, bruises, and sprains to major injuries such as eye injuries and back or joint injuries to catastrophic injuries resulting in paralysis or death. Risks of this Activity include the items detailed in this paragraph, below, and in other spaces as well, but are not limited to, the following:

__________________________________________________________________________________________

I understand and assume all the dangers and risks associated with this Activity and waive all claims or causes of action arising out of my participation in this program. To the best of my knowledge, I am not aware of any mental or physical disability or health-related reasons or problems that would hinder or otherwise prevent me from safely participating in the Activity. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage sustained through or arising from my participation in the Activity.

I expressly agree that this Liability Waiver Form is intended to be as broad and inclusive as permitted by the laws of the State of Colorado, and that if any portion herein is held to be invalid or unenforceable, the balance shall continue in full legal force and effect. I have carefully read this Liability Waiver Form, understand the contents herein, and am executing it voluntarily of my own free will. I have had sufficient time to review and seek explanation of the provisions above, have carefully read them, understand them fully and agree to be bound by them. I represent to Western State Colorado University that I am over 18 years of age as of this date.

Nothing in this agreement shall be construed to waive, limit, or otherwise modify any governmental immunity available to any of the persons or entities released herein under the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S.

Name of Participant ____________________________ Date ________________

Signature of Participant ____________________________ Date ________________

Signature of Witness ____________________________ Date ________________

10
Chapter 2

Club Sports Teams

What is an Intercollegiate Club Sport Team?
An Intercollegiate Club Sport is an organized group of students created for the purpose of promoting and developing interest and skills in a particular sport and competing against other University’s teams in that sport. Club members are responsible for many leadership and organizational skills through their participation. Funding is available from many sources: WSCU student fees, Club fundraisers, dues, donations, and from grant money through Inter-Club Council and/or Western State Colorado University Student Government Association.

Who can join an Intercollegiate Club Sports Team?
Membership and try-outs are open to all students at Western State Colorado University. ICS teams are open to all fee-paying students enrolled in at least six credit hours. Students who participate in ICS are upheld to academic and behavioral standards. Some leagues or organizational bodies may limit membership beyond the requirements of the ICS office. Members are required to sign a code of conduct and waiver prior to participating in an ICS team. It is the responsibility of Club Coaches and Officers to ensure that all members meet the qualifications for membership and that a code of conduct and waiver is completed, signed, and on file in the ICS Office. Some ICS teams may require sport specific code of conduct in addition to the ICS code of conduct. ICS teams not following membership and participation rules are subject to disciplinary actions.

Forming a New Intercollegiate Club Sports Team
Creating a new ICS team requires the following steps be taken:

Step One: Create a proposal that includes:

- The average number of full-time students likely to participate on a weekly basis and include a roster of student names and email addresses.
- The facility space required on a weekly basis for practices, games, and special events.
- A statement describing the proposed Club’s rec/competitive nature.
- If available, include any local, regional, or national competitions.
- A financial report w/ projected operating, equipment, travel, and compensation costs, as well as possible ways to generate funds.
- A statement explaining whether the proposed Club would have a national governing body and the name of that governing body.

Step Two: If the proposal is accepted, a meeting will occur between the proposed Club’s student leaders, the ICS Council, and the ICS Coordinator. The Board will then vote to determine whether or not to allow the Club one year of probationary status.
Step Three: If approved, the Club will be granted one year of probationary status as an ICS team. During this period, the team will not be funded. As a probationary team, it may be terminated at any time. During this time, the team must:

Demonstrate a strong administration through the Election of Officers.

Club Officers will be responsible for submitting:

- Participation reports
- Signed codes of conduct and Waiver forms
- Field/facility/vehicle requests
- Team roster
- Officer contact list
- Schedule of competition/events
- Accident reports, travel rosters, and travel agendas

Teams and Officers will be responsible for:

- Maintaining a min. required roster of 6 full-time, fee-paying, members.
- Having one member present at all ICS Council meetings.
- Demonstrating financial responsibility; the Club must raise funds to cover all expenses for the first probationary year. This includes funds for travel, league dues, entry fees, and equipment.
- Submit a final budget reflecting expenses and income to the ICS Office.

Step Four: After a year of probationary status, another meeting will be scheduled between the Club Officers, the Council, and Coordinator to evaluate the Club’s performance. A decision will be made to activate or terminate the Club for the following year. The Student Affairs department retains final veto power, and may override a decision made by the Council and ICS Coordinator.
Team/Officer Responsibilities

Chapter 3

Organizational Structure
ICS teams must be organized and structured to ensure all required duties are completed and to ensure competitions best represent teams themselves and Western State Colorado University. All Clubs are required to have a Club President. In addition, the following positions are encouraged and expected to assist in the division of responsibilities: President, Treasurer, Secretary, and Alumni Relations Chairperson. The following is an expansion of team Board responsibilities and suggestions for division of those responsibilities.

Team and Officer Responsibilities
The following is a list of duties and responsibilities all members of ICS teams are expected to complete:

- **Dues**: All Intercollegiate Sports teams require dues. Amounts required to participate are decided by the Club leaders. Dues received will be deposited into the Club Sports team’s account on campus and may be spent as the Club deems necessary, with the prior approval of the ICS Coordinator.

- **Presidential/Board Elections**: The Club must elect a President and board members.

- **Manual**: All Club Officers and players will follow all ICS policies, procedures, and codes of conduct as well as passing on the information and this manual to other members of the team who are also expected to uphold these policies.

- **Waiver**: Each participant must sign a waiver form before participating in an Intercollegiate Club Sport. Waivers must be completed and returned to the ICS office.

- **Leadership Training**: All Club Sports Officers and players will attend leadership training prior to competing for Western State Colorado University ICS. Trainings will be held twice a year, usually at the beginning of the fall and spring semester.

Officer Responsibilities

**Liaison**: All Officers will serve as a liaison between the ICS Department, the Council, and the Team.

**Organizational/Informative Meeting**: Each Club must conduct at least one organizational/info meeting each semester the team is active. The ICS Coordinator will assist in the scheduling of meetings to ensure space at the necessary facility; meeting business will be conducted by team leaders and coaching staff.

**Attendance at ICS Council Meetings**: The Team’s President or Vice President must attend all ICS Council meetings. There will be three meetings a semester.

**Attendance at Coaches and Officer Meetings**: Team Board members must attend a Coach and Officer meeting at the beginning of every semester.

**Attendance at Coordinator Meetings**: Team Board members must attend in-season and out-of-season meetings with the ICS Coordinator. Meetings are necessary to ensure proper procedures are followed in competing and representing Western State Colorado University.
Meetings will be the following format:

- Teams will sign up for a regular meeting time with the ICS Coordinator within the first week of every semester.
- Prior to each meeting, teams will prepare an agenda using the Meeting Agenda form found at the ICS office and online.
- Meeting times will be used to handle agenda items which may include purchasing, travel arrangements, fundraising, clerical work, planning for next season, etc.

**Disciplinary Responsibilities**: Officers must work with the ICS Council and Coordinator to resolve conflicts or disciplinary matters and/or complaints regarding the team’s behavior on or off campus, including team travel.

**Routine Clerical Work**

- **Participant Waivers**: Officers must obtain waivers from the ICS office or online at the ICS website. Waivers must be completed, signed, and returned to the ICS Office prior to any participant’s involvement in ICS trainings and competitions.

- **Participation Reports**: These forms must summarize the Club’s monthly activities and membership. These forms can be found at the ICS office or online and are due by the 7th of every month.

- **Code of Conduct**: Officers must collect a signed Code of Conduct from every Club member before he/she participates in any Club activity, including try-outs. These will be kept current at the ICS Office.

- **Injury/Accident Reports**: Officers and/or Coaches will be responsible for submitting injury/accident reports following injury or accident of players and/or persons at a sanctioned ICS event. Reports can be found at the ICS office and must be submitted by the Tuesday following competition.

- **Roster**: Officers are responsible for submitting a current team roster listing only the active team members.

- **Officer Contact List**: Officers will be responsible for submitting a current Officer Contact list at the beginning of each semester and the beginning of summer break.

- **Schedule**: Officers will give a current schedule to the ICS Coordinator each semester. The schedule should include any requests for ICS staff and transportation requirements.

- **Coach Agreement**: Officers must ensure that all Coaches, paid or volunteer, sign a Coach Agreement form. Forms can be found online and at the ICS office. A copy of the form can be found in this handbook in the appendix section.

- **Coach Evaluation**: Officers must ensure that all team members complete and submit a coach evaluation to the ICS office at the end of the team’s competitive season. Coach evaluations can be found at the ICS office.
• **Budget Proposals:** Officers must complete and submit team budget proposals. Budget proposals will be due at the beginning of March, prior to Spring Break. Budget proposals can be found at the ICS office.

**Fundraising:** There are several duties Officers are responsible for when fundraising:

• Officers must ensure that all team fundraising activities are sanctioned by ICS.

• Amount equal to student fee funding: Officers will also work to ensure that their team fundraises an amount equal to the maximum amount of student fees they receive.

• Thank you Letters: Sponsors and anyone who sends a donation to a Club, whether through a beg letter campaign or other means, must be sent a thank you letter. Fundraising and donations done through the Western State Colorado University Foundation are given thank you letters by the Foundation so the donor may receive a tax deduction.

• **Web Pages:** Officers are responsible for checking their team’s ICS website - available from the Club Sports homepage - for accuracy. Officers must ensure that all information is up-to-date. They are responsible for bringing any necessary changes to the attention of the staff in the ICS office. They are also responsible for ensuring that if their team has its website hosted outside of the WSCU site, that the information is current and up-to-date. More information on creating and maintaining websites is located in the Administrative Assistance chapter in this manual.

**Other Important Info:**

• **Field/Facility Requests:** Club Officers are responsible for arranging and coordinating the use of facilities for practices, competitions, and special events with the ICS Coordinator. They must provide the Coordinator with any information regarding special event set-up and/or accommodations for visiting teams at least two weeks in advance of the event.

• **Equipment Checkout:** Officers are responsible for arranging a specific time for equipment and uniform checkout with the ICS Coordinator. A Club roster must be submitted to the Coordinator before equipment can be checked-out.

• **Team Scores:** Officers must report team scores and records to the Coordinator and ICS website staff member for publication and logging within 48 hours of the completion of a team event.

**Team Travel**

Traveling is defined as any event that involves a team leaving Western State Colorado University. If a team chooses to travel, it creates several responsibilities for the Officers:

• **Travel Advance:** A travel advance is the preferred method for obtaining Club funds for travel purposes. Travel advances must be completed with the ICS Coordinator at least one week prior to traveling. After cashing the travel advance check, Club Officers will be responsible for handling cash and managing receipts. All receipts and left over cash must be given to the ICS Coordinator within 48 hours of completion of travel.
• **Travel Itinerary:** Officers are responsible for ensuring that the ICS Coordinator receives a travel itinerary prior to the beginning of the trip. Forms can be found at the ICS office and are required 24 hours prior to departure.

• **Travel Roster:** A travel roster must be completed along with the travel itinerary.

• **Travel Authorization:** Officers will be responsible for meeting with the Coordinator to sign the travel authorization at least one week before the trip begins.

• **Arrangements:** Officers are responsible for collaborating with the ICS Coordinator on all travel arrangements including scheduling competitions and/or use of practice facilities, transportation, and lodging.

**Division of Responsibilities between Officers**

Teams may choose to divide the responsibilities of the Club any way they prefer. Some larger teams will choose to have several Officers, even seven or more, while other, smaller teams may choose to have only a President. No matter how the responsibilities are divided, it is imperative for the Club and the ICS program that ALL of the above-mentioned items are completed carefully and timely. The following is only a suggested method of dividing the duties.

**General Responsibilities and Regulations for each Officer**

- **Salary:** Club Officers will volunteer time and expect no monetary compensation.

- **Liaison:** Club Officers will serve as liaisons between the ICS Council, ICS Coordinator, and Club Members.

- **Manual:** Club Officers will adhere to all ICS policies/procedures as presented in this manual and will pass all pertinent information in this manual on to Club Members.

- **Attendance at ICS Council Meetings:** Because the information discussed at Council meetings is of vital importance both to individual Clubs and the program as a whole, at least one team officer must attend all ICS Council meetings. There are three scheduled meetings each semester.

- **Attendance at ICS Coordinator Meetings:** Because meetings with the ICS Coordinator ensure proper procedures and preparations are made in purchasing and preparing for home and away competitions, meetings must be attended by as many officers as possible and according to the in-season and out-of-season meeting schedules.

**President:** The Club President will be responsible for completing the most important elements of running a successful student organization. These duties may include, but are not limited to the following:

**Presidential Elections:** The outgoing President will oversee the elections of the future President.

**Relay Information:** The outgoing President is responsible for informing the incoming President and other Officers of their duties and responsibilities, as well as the routines and guidelines for Club operations. The outgoing President must ensure that the incoming President has a copy of the ICS Operations Manual.

**Eligible for Election to Council:** The Club President is eligible for election to the ICS Council.
**Execute Team Meetings:** The Club President will execute any team meetings.

**Disciplinary Problems:** The President will work with the Intercollegiate Club Sports Council and the Coordinators in order to resolve any conflicts or handle any disciplinary matters or complaints regarding the team’s behavior both on campus and throughout the entire duration of a team trip.

**Budget:** The Club President will have a working knowledge of the team’s budget and be present in the adjustment and development of the current and next year’s team budget.

**First-Aid Kit:** The Club President must ensure that a first aid kit is available at all team events. The President must also ensure that the first aid kit is fully stocked at all times. The President is responsible for returning the kit to the ICS office by the end of their team’s competitive season.

**Routine Clerical Work:** Several forms must be completed and turned in to the Intercollegiate Club Sports Office on a regular basis. See above list for a detailed list of the documents that are vital for each team.

**Treasurer/Fundraising Chairperson:**

The Treasurer/Fundraising Chairperson will be responsible for ensuring that all financial operations follow the guidelines set forth in this manual. This Officer will be personally responsible for completing most team financial operations and will follow all ICS procedures in purchasing. The Treasurer must understand that purchases may not be reimbursed if proper procedures are not followed. The Treasurer’s duties include, but are not limited to, the following:

**Budget Proposals:** The Treasurer/Fundraising Chairperson will work with the President and the Coach to complete and submit a team budget proposal on time. Budget proposals will be due prior to Spring Break. A financial penalty will result if the budget is late or if it is not turned in.

**Fundraising:** The Treasurer/Fundraising Chairperson will be responsible for all elements of fundraising.

**Off-Season Clubs:**

Clubs that only schedule organized practices or events during one semester are considered off-season during their non-competitive semester. These Clubs (usually men’s and women’s soccer) have substantially fewer responsibilities during their off-season. However, there are still several duties expected to complete.

**Off-Season Responsibilities:**

**Attendance at Intercollegiate Club Sports Council Meetings:** The team President must attend all ICS Council meetings. There are three scheduled meetings each semester.

**Attendance at Intercollegiate Club Sports Coordinator Meetings:** Twice monthly meetings are necessary to ensure continuation of Club success and preparation for the next season.
Intercollegiate Club Sports Council  Chapter 4

The Intercollegiate Club Sports Council is made up of one representative from each Club. The council acts as a forum for sharing ideas and expressing concerns regarding the ICS Program. The council meetings allow the Coordinator and ICS Representative to pass on important information to all of the Clubs. Because the information distributed is of vital importance to each Club, and to the program as a whole, the team member that sits on the council must be the primary student leader of that Club, the Club’s President or Vice President. The role of the ICS Council representative is to act as a liaison between the ICS Department, the Council, Student Government and his/her team members. The ICS Council representative must meet several requirements and has several responsibilities.

Intercollegiate Club Sports Council Representative Requirements

The ICS Council Representative:

- Must have been a member of the Club for 1 year.
- Must be the primary student leader of the Club, whether that title is captain, Officer or Pres.
- If the primary student leader is not able to attend a meeting due to an emergency or conflict, the secondary student leader, co-captain, or Vice President must attend in proxy.
- Must be motivated and enthusiastic about the ICS program.

Intercollegiate Club Sports Council Representative Responsibilities

The ICS Council Representative must:

- Act as a liaison between the ICS Coordinator and Department, the Council, the Council, and his/her team members.
- Inform Club members of the content of the ICS Operations Manual and Western State Colorado University’s Code of Conduct.
- Attend ICS Council Meetings
- Meet the deadlines required by the ICS Program concerning participation reports, facility requests, travel authorizations, purchase requests, team rosters, Club competition schedules, waiver cards, budget proposals, accident reports, travel team rosters, travel agendas, Officer’s contact lists, and other items as assigned.
- Recommend new policies and procedures on behalf of the ICS Program, subject to the approval of the ICS Department and ICS Coordinator.
- Represent the ICS program in all official matters pertaining to ICS participants. This may require attendance at the Western State Colorado University Student Government Association meetings in order to promote the interests of the ICS program.
- Select the Sports Man and Woman of the Year and Male and Female Athlete of the Year.

Male/Female Athlete of the Year - Sportsperson of the Year

Officers and active ICS members may nominate active ICS members for Athlete of the Year and for Sportsperson of the year. The Nominations should be typed on the nomination form located at the ICS offices. All nominations must include:
Nominations will be accepted until the time the ICS Council votes on the nominations. The result of the vote will be announced at the next ICS Council meeting. The meeting that the vote takes place will be open and members from all teams will be able to submit nominations up until the vote. However, the vote will be closed to all except Council members.

**Budgetary Responsibilities**

Members of the ICS Council design, organize, and implement the ICS Tier Classification system and hear and make final decisions on all budget issues.

**Disciplinary Responsibilities**

The ICS Council is to interview the team leaders of those teams accused of violations of the ICS behavioral guidelines, the Code of Conduct, or other policies; and to recommend appropriate disciplinary action to the ICS Department; and to identify teams that repeatedly fail to meet the guidelines and requirements set forth in this manual, and to vote to put delinquent teams on probation and the future consequences of that team.
Funding

Chapter 5

Club Sports Teams are funded via different sources, but primarily through student fees. Student fee money may be used for all aspects of Club organization and operation.

Budgets

The ICS Council uses a Tier Classification system to allocate funding using Student Fee Money to the Clubs. The Tiers range from Tier 1 to Tier 3 with Tier 3 receiving the highest student fee allocation. The Tiers focus on level of competition and level of involvement. One of the most important aspects of a Club that determines Tier level is the number of students benefiting from the Club. The Council will make the final decision as to the number of active full-time, full-fee-paying student members in each Club. The Board will use all of the available information in order to make an accurate assessment. This information may include, but is not limited to, participation reports, site inspection at a practice, travel rosters, and the viewing of a home game.

*Tier allocation includes combined funding from Student Government and ICS funds, if allocated.*

**For a description of each Tier, and an organizational chart of the Tier System, please refer to the Appendix**

The Tier System sets an upper limit on the amount of funds allocated to each Club from student fee funding; however - **Clubs may only receive an amount equal to what the Club raised during the previous fiscal year.** The fundraising time span is from July first to the end of the spring semester. A Club must reapply for its Tier Classification every year by filling out and submitting a budget proposal. Budget proposals are generally due in mid-March. Budget proposals can be found at the ICS office. Probationary Clubs are NOT eligible for any student fee funding.

*Please Note: Maximum budget allocations are subject to change from year to year.*

Referenda Teams

Clubs may not at any time apply for funding to WSCU SGA or any of WSCU’s governing bodies without the permission and consent of the ICS Coordinator. Failure to receive permission will result in immediate probation (loss of current budget, facilities and travel) for that Club.

Budget/Funding Appeal Process

A Club may choose to appeal the decision made by the Council regarding its Tier classification. The appealing Club’s leaders will be allowed fifteen minutes to explain their case to the Council. The people representing the Club during the appeal must be full-time, fee-paying students, and one of the possible two student Club advocates must be the Club President. The Council will give written notice of its appeal decisions within 24 hours of the appeal.

**PLEASE NOTE – THE TIER SYSTEM IS NOT CURRENTLY IN USE**
Fundraising

Chapter 6

Donations
Donations can be made to a specific Club Sport Team and may be tax-deductible. Checks can be made payable to the Club. **All donations to Clubs must be recognized with a thank-you letter from the Club.** All checks must be mailed directly to the ICS office or to the Western State Colorado University Foundation. Some companies have matching fund arrangements where they will match the amount that an employee has donated. The standard language used on thank you letters to donors should read: —Your donation may be tax deductible.

Letters of Support
Club Teams are required to write their own individual Letters of Support and thank-you letters. Templates can be found through the ICS Coordinator, but all letters must be pre-approved by the ICS Coordinator prior to mailing. The letters must be professional and must have the signature of one of the Club Officers on it. The letters may be mailed from the ICS office.

All ‘Letters of Support’ that come in with a donation must be acknowledged by a thank-you letter within two weeks of receiving the donation. If Letters of Support are sent with collaboration with the Western State Colorado University Foundation, thank-you letters are provided automatically through the Foundation. The ICS Office will make a copy of the received donation letter and keep in on file in the donation book, kept in the office.

Commercial Sponsorship
Commercial sponsorships are encouraged, but must be approved by the ICS Coordinator in advance. ICS teams are not allowed to solicit commercial sponsorships from alcohol or tobacco companies. The ICS Coordinator will provide assistance in creating proposals for commercial sponsorships. Proposals should be professional and well edited. When soliciting commercial sponsorships it is important to follow up. Inform the company as to how the money will be spent and how the company can benefit from making the donation. If the sponsorship requires using a corporate logo on a jersey or T-shirt it is imperative to receive a letter from the corporation or organization stating that it gives permission for the logo to be used by the University. In addition, the corporate logo may not be larger than the University logo and corporate logos may not be touching the University logo or other corporate logos on the garment/item. Any printing must be produced by a University licensed vendor/printer, approved in advance by the Coordinator, and purchased following University procedures.

Fundraising Opportunities
With the limited Fundraising opportunities that exist in Gunnison and the surrounding communities, **all fundraising efforts must be preapproved by the ICS Coordinator.**

More Ideas
There are many possibilities to generate funds; always check with the ICS office before implementation.
Spending of Funds

Chapter 7

There are many ways that student fee money and ICS funds may be spent. All expenditures must be pre-approved by the ICS Department. **Reimbursements will not be made for any money spent without prior approval.** All money must be spent through proper channels and petty cash reimbursements are not available.

**Outside checking accounts are NOT allowed or necessary for Intercollegiate Club Sports Teams.** All requests for funds must be made to the Coordinator and the person requesting the funds should have a well-researched list of item(s) to be purchased, cost, and suggested sources. Purchases will then be processed using one of the following methods.

**P-Card (MasterCard):** The P-card is used to order equipment/goods and **CANNOT BE USED FOR SERVICES, TRANSPORTATION, OR TRAVEL.** The limit is $4,500. This is the preferred method of purchasing, but purchases must be made by the ICS Department.

**Purchase Order:** A PO is used for orders over $4501. **These may take as long as 4 weeks to be processed,** depending on the time of year, size of order, type of equipment, etc. Include the vendor’s name, address, and phone number when you submit your request.

**Visa Card for Club Travel:** This card may be requested by Coaches to use for travel expenses. This card may only be used for lodging, rental cars, and gases, NOT FOR PLANE TICKETS, see the Coordinator for more information. If the Club is interested in pursuing use of a Visa Card, please ask the Coordinator for an application. The Coach that chooses to apply for the card must sign an agreement with the ICS Coordinator.

The cardholder is responsible for all charges made on the Visa card and **ONLY THOSE CHARGES THAT ARE PRE-APPROVED AND WELL DOCUMENTED WITH AN ITEMIZED RECEIPT WILL BE REIMBURSED.** The cardholder is able to print his/her Statement off the Internet. Go to: www.State.co.us/govdir/gss/cen/travel1/stmp/travelcard.htm.

Use the personal code "stofco". A Visa application and acknowledgement letter must be signed and submitted for processing. These forms are located in the Commonly Used Forms section.

**Unique Features of University Funds**

Sales Tax: **Western State Colorado University does not pay sales tax.** The sales tax exempt number may not be used for any unauthorized expenditure. When traveling out-of-State, the tax-exempt status usually does not apply. A copy of the tax-exempt certificate is located in the Commonly Used Forms section of this manual.

**Fiscal Year:** June 30th is the end of the fiscal year. Any expenses that have not cleared WSCU Statements by that time will be charged to the following year's budget.
Equipment

Team equipment requests must be made to the ICS Coordinator. The requests will most often be processed using the department P-card. If the total is over $4,500 the request will be filled using a purchase order. The end of the spring semester is the best time to submit equipment requests as the equipment can most easily be inventoried over the summer. Additionally, if a request for uniforms is made, the uniforms can be printed with the school logo and player numbers over the summer.

Guidelines for Club Members Purchasing Apparel and Equipment:

All apparel and equipment purchased through Club Sports funds are property of Western State Colorado University. If team dues are to be designated for individual apparel, it must be budgeted and approved by the ICS Coordinator.
Travel

Chapter 8

General Information

During Club travel all members are expected to uphold a positive image of Western State Colorado University and to act in a Sportsperson-like manner. The ICS behavioral guidelines and the Western State Colorado University Code of Conduct must be adhered to at ALL times.

Coaches and Officers are ultimately responsible for their team’s behavior. Any violation of the Code of Conduct or ICS behavioral guidelines by the players or the Coach can result in the immediate dismissal of a coach.

Any team member that violates the behavioral guidelines or Code of Conduct will face the ICS Council to discuss disciplinary action. Disciplinary action may include losing facilities, placing the team on probation or suspension, the suspension or termination of the Club’s Coach and/or the suspension or expulsion of team members.

Clubs should notify the Coordinator immediately in the event that a change in plans occurs during travel such as ground or air transportation, lodging, competition venue, etc. - or if an emergency arises during team travel. The Coordinator has the right of refusal for travel if it is in the best interest of the Club.

INTERCOLLEGIATE CLUB SPORTS TRAVEL PROCEDURES AND GUIDELINES

GENERAL REQUIREMENTS

Before representing the University in any ICS activity occurring outside of Gunnison, an ICS team must obtain approval from the ICS Coordinator’s office.

In order to obtain reimbursement of Club sponsored travel expenses, aWSCU ICS team must: (1) obtain a Travel Authorization; (2) have an approved travel Itinerary; and (3) have a completed roster on file in the Sport Clubs Coordinator’s office.

TRAVEL REQUIREMENTS

Travel Itinerary, Roster, and Authorization must be completed at least two (2) days in advance of travel and approved by the ICS Coordinator. If these forms and Authorization are not on file, the Club will not be eligible to receive reimbursement for the trip.

PURCHASE OF AIRLINE TICKETS

Purchase of tickets to travel by commercial airlines must be approved in advance by the ICS Coordinator according to WSCU travel rules. Reimbursement of tickets will only be approved if the Club’s budget can cover the cost of all tickets at the time of purchase.

STEPS TO COMPLETING TRAVEL FORMS

The travel officer must submit a detailed travel itinerary and a roster of Club members to the ICS Coordinator and schedule an appointment to request a Travel Authorization Number.
• Each member listed on the travel roster must have a Waiver and Code of Conduct form on file with the ICS Office.

• The travel Officer must prepare a detailed travel itinerary which includes event, venue location, driving route, transportation used, drivers, lodging (if applicable), departure and return date/time.

• If University Club funds are used to subsidize the cost of the trip, proper University procedures must be followed to receive reimbursement for expenses. All receipts must be original and itemized and submitted to the Club Sports Coordinator upon return.

• The travel Officer must pick up a travel first aid kit from the ICS Office for check out and upon return the first aid kit must be submitted to ICS Office.

ADDITIONAL INFORMATION

Any expenses incurred during travel must meet ICS guidelines for reimbursement and be approved by the ICS Coordinator. University or Rental Vehicles may be reserved through the ICS Coordinator and Club travel Officer. Violations of travel policies, procedures, and Code of Conduct will result in a disciplinary action taken by the ICS Department.

You need to have destination, dates, times, names of travelers, any limitations and preference of airports to obtain approval. If the airline tickets are approved by the ICS Coordinator, then the tickets can be purchased in one of three ways:

• The first method is for individual Club members to purchase their own airline tickets in which case the cost of the tickets is not reimbursed.

• The second method is for the Club to work through an approved travel agent in which case the cost of the tickets is paid out of the Club’s funds.

• The third method is for the Club to receive a price quote from an approved travel agent that is more than an on-line quote. The tickets are then paid for by a Club member with an approved credit card who then can request reimbursement of approved expenses that will be paid from Club funds.

UNIVERSITY OR RENTAL VEHICLES

• Clubs must fill out a Van Request Form with the ICS Coordinator in order to reserve University vehicles. Do this AS FAR in ADVANCE as possible. Vans go quickly!

• In order to reserve vehicles, teams must have an authorized driver who has completed the van safety training. ICS Coordinator will provide this information as it happens.

• All drivers must be included on an authorized driver’s list that the Coordinator will send to Transportation Services. ICS Coordinator will facilitate this process.

• A copy of the driver’s license must be on file at the ICS Office.

• University vehicles are to be used by University affiliates for official University business only, and may not be used for personal use, including transporting family members or pets. University vehicles may not be loaned to or driven by an unauthorized individual.

• Only those individuals on the travel itinerary may ride in University, rental, and personal vehicles. This must be an official travel itinerary form.
• Clubs may make rental vehicle reservations with the ICS Coordinator, but still must abide by travel arrangement regulations.

• Clubs may initiate a charter bus request but a purchase order or payment must be facilitated by the ICS Coordinator.

• If a Club cancels a reservation, the Club must contact the ICS Coordinator, Transportation Services or Rental vehicle agency at least 24 hours in advance to avoid cancellation fees.

• Both Transportation Services and rental vehicle agencies require drivers to present a valid driver’s license for the class of vehicle to be operated at the time of pickup.

• Vehicles may be returned 24 hours/day at Transportation Services and Rental Agency.

• When returning a vehicle, take the following steps:
  • Ensure that the van is refueled.
  • Enter the odometer reading, date, and time on the trip ticket in the key packet.
  • Write any comments about the performance of the vehicle.
  • Lock all doors and place keys in key packet.
  • Place key packet to the slot on the side of the building or in slot by the service door.

TRAVEL BY PERSONAL VEHICLE

The owner of a privately owned vehicle used for transportation for Club related activities is strongly encouraged to confirm their own automobile driver’s license, insurance and liability coverage is valid. Western State Colorado University does not provide insurance coverage for personal vehicles when used for official University business. Personal vehicle insurance as required by Colorado statute is primary.

DRIVER SAFETY GUIDELINES

• Passengers should help keep drivers alert and watch for signs of drowsiness.

• Drivers must adhere to posted speed limits, and must obey all traffic laws and regulations.

• A designated Club member will serve as the navigator. The navigator will sit in the front passenger seat and will remain awake throughout his/her duty as navigator.

• Seat belts or other approved safety restraint devices required by law must be worn by all travelers while the vehicle is in operation.

• Driving between the hours of 12:00 am (midnight) and 6:00 am is strongly discouraged except in an emergency situation.

The following regulations concerning the balance of driving, sleeping and breaks should be followed:

• For every 4 hours of driving, drivers must take a 20 minute break.

• For each 12 hours of driving, drivers must take at least a four hour rest period.

• Alternate drivers must be provided for trips expected to take more than six hours.
EMERGENCY PROCEDURES

In case of an emergency (serious injury/illness to Club member, accident, weather, mechanical problems), follow the following procedures:

- In case of an accident and/or injury or illness, move vehicle out of traffic and immediately call 911 to report the accident and obtain emergency assistance if necessary.

- Document the incident with witnesses, dates, times and actions taken. If another vehicle is involved, obtain the driver’s name, address, driver’s license number, State and date of birth, home and work phone numbers, and insurance company and policy number.

- Do not discuss the details of the accident with any other party involved.

- Regardless of the seriousness, have law enforcement complete a report of the accident.

- Call the ICS Coordinator using the telephone numbers within this manual. Inform the WSCU administrator of the situation and actions taken.

- If a rental vehicle, contact the rental company at the phone number they have provided.

- If a personal vehicle, driver should contact his/her insurance company.

- Remember to remain calm and use your resources!
**LODGING PROCEDURES**

Lodging reservations can be made by the Travel Officer or through the ICS Coordinator at least two weeks in advance of travel. Clubs are encouraged to ask for assistance from opposing teams to help secure lodging and discounts.

If a team uses University funds to pay for lodging, the Officer using the State Visa must obtain an itemized original receipt or invoice from the hotel and return it to the ICS office. Incidental and/or personal charges (i.e. movies, meals, phone calls, etc.) are not reimbursable and must be paid before checking out of the hotel and the receipt should reflect this payment. If an itemized receipt is not returned, the credit card holder will not be reimbursed and will be financially liable for the balance on the Visa Card. If you are traveling in the State of Colorado and need lodging, please provide the hotel with the WSCU tax exemption number or form or both.

**TRAVEL VISA PROCEDURES**

The State of Colorado has mandatory price agreements with Avis, Hertz and Budget rental agencies. Use of the US Bank VISA card issued through ICS assures that the State of Colorado rates are honored. The State contract States that collision damage insurance is not necessary with the exception of 15-passenger vans. Therefore, using the Visa Card to pay for rental transportation should guarantee that the rental company declines the CDW/LDW insurance with the exception of 15-passenger vans. Another use of the US Bank Visa card is for auto insurance for the rental vehicle. If an accident occurs, the US Bank Visa card will provide insurance coverage for damage to property or another vehicle.

**Rental Vehicle Contacts**

- Avis 1-800-331-1212 minimum age 18
- Budget 1-800-527-7000 minimum age 21
- Hertz 1-800-654-3131 minimum age 18

**Filing a Visa Automobile Claim**

Go to www.eclaimsline.com to file a Visa automobile rental collision damage waiver claim. A claim must be filed when an accident occurs while driving a rental vehicle and using the travel Visa. The appropriate Coordinator must be notified immediately following an accident.

**How to Access your U.S. Bank (Visa) Statement**

Go to https://access.usbank.com to access your travel Visa Statement on line. Type in — ‘stofco’ under ‘Organization Short Name’. Then you can register online creating a user ID and password to access your account.

**Disciplinary Action**

Any Club that is involved in two accidents over the period of one year will be subject to disciplinary action pending a meeting between the Club leaders and the ICS Council.
Administrative Assistance

Chapter 9

The ICS Office provides administrative assistance to all ICS Clubs/Teams. This chapter provides an overview of the assistance available. If a Club has a need not listed, see the ICS staff.

Copies

Clubs needing over 50 copies should make a request to the ICS Office. Copies may be completed that day or it could take up to 24 hours. A request must be made to the Coordinator for large jobs such as brochures, posters, special orders, etc. All printed material must have the Western State Colorado University logos printed and it must meet the approval of the ICS Coordinator. Logos can be found at the Club Sports Office.

Mailings

Both envelopes and University stationary are available in the ICS Office, and all mailings must be approved by the Coordinator. A return address stamp, inkpad, and blank return envelopes are available from the Office upon request. Every envelope must either be a University envelope or include the University return address stamp. Mail pick up for both on and off campus is located in the main office. Mailing addresses should be typed if possible and bundled/rubber banded together for large pick-ups.

Office Equipment and Supplies

The use of office equipment and supplies is exclusively for Clubs and may only be used with permission from the ICS staff. Personal use is prohibited.

Club Rosters

Clubs must create an on-line roster that includes only active Club members. Therefore, these rosters must be updated after try-outs or other changes in the active roster. It is crucial for the ICS Office to have the up-to-date list of players in the event of a student accident or emergency. However, a Club may request a team list from the ICS Office that will be generated from the waiver cards. This will provide the name, student number, phone number and email address.

Maintaining the Intercollegiate Club Sports Webpage

Each Club/Team is required to monitor the ICS website to inform current and prospective students of the Club’s activity in greater detail than what is posted elsewhere on the Western site. Each Club must assign an Officer or designated Club member to create/maintain the webpage. Club Officers can meet with the ICS Coordinator to make changes and obtain access to the site.
Equipment Usage

Chapter 10

Equipment Checkout Policy

Each President should schedule an appointment with the ICS Coordinator at the start of the season to review equipment inventory, equipment condition, equipment checkout, and laundry procedures. If necessary, a designated uniform/equipment checkout day and time should be scheduled with the Coordinator after a final team has been selected and before the first competition. Some team equipment may be checked out to the Coach or president for the season. Coaches and Officers are expected to conduct a safety check on all checked-out equipment to ensure that it is in safe working condition and that it meets safety standards for the sport. Equipment that fails safety checks should be removed from use and give to the ICS Coordinator. Team members may wash their own uniforms, but they will be fined if uniforms are faded or shrunk beyond wear.

Equipment Checkout Procedures

Club Officers must schedule an equipment checkout time with the ICS Coordinator. During the requested time slot, team members must go to the Office to request their equipment. All team members must completely and accurately fill-out an Equipment Agreement Form (found in the ICS office). The equipment agreement form must be signed and given to the ICS Staff. Equipment checked out is to be returned at the end of the competitive season.

Equipment/Uniform Deposits

Some Clubs may require that deposits be made before participants are able to utilize equipment/uniforms. Deposits are set according to the value of the equipment. All checks should be made payable to Western State Colorado University and they will be cashed. It will take up to three weeks for a refund check to be mailed to a participant following return of the equipment. Participants who do not return their equipment will forfeit their deposit and be charged the replacement cost of the item(s). If a participant refuses to return their equipment or pay the replacement costs, he/she may be prosecuted and charged with theft, resulting in a hold on his/her transcript and his/her information being turned over to the Colorado Collection Services.

Deposit Refunds

Equipment must be returned in acceptable condition and by the date on the Equipment Agreement Form. Unreasonable damages will be deducted from the deposit. Deposits are held until all equipment is returned. If a Club member gives his/her equipment to another player, he/she is still responsible for returning it unless the Club members transfer the equipment through the ICS Office and complete the necessary paperwork.

Theft

If equipment or uniforms are stolen, the theft must be reported to the Club’s Coordinator within 72 hours of its occurrence. The player who checked out the equipment will lose his/her deposit, but will not be liable for the replacement cost if the theft is reported within the 72-hour period. If the theft is not reported within the time limit, the player will be liable for the replacement costs.
Facilities

Chapter 11

Scheduling
Facility/field requests must be submitted by an Officer or Coach to the ICS Coordinator by deadlines specified by the ICS Office. These requests may be made in the form of a competition schedule which is required in advance for facility scheduling, publicity purposes and for securing staff and/or medical personnel.

General Policy Restrictions
It is crucial that all Clubs abide by the rules governing use of facilities. Mistreatment of facilities may lead to a Club being placed on probation. Probationary teams are given the lowest priority for field and facility time. No alcohol is allowed in or at ICS facilities or fields. **Players and Coaches are responsible for making sure that no alcohol is consumed at any time during any practice or game in or at ICS facilities.** Violation of this rule will lead to instant loss of facility usage and other disciplinary action.

Field/_facility Usage
Do not leave tape, cups, or other trash on the field after play or training. Leaving trash on the field may result in teams being placed on probation and a limitation of facility privileges. When practicing, stagger the direction you play to prevent wearing one area of the field too heavily (if you normally play north/south try practicing east/west). Play must occur in a direction away from the parking lot or street when balls or equipment are used that could cause damage to vehicles near the field. This is especially true in the case of lacrosse or Sports that use a "hard" ball. The Coach should walk the field every day before practice or a game to check for holes or other field problems. If any problems are discovered, the Coach should notify the ICS office. No outside groups are permitted on the fields without an agreement through WSCU Athletics, ICS, or Facilities.

Inclement Weather
In case of inclement weather, Coaches and Officers are responsible for contacting the ICS Office. The ICS Office may cancel practices or games at any time due to inclement weather. If an Officer is unable to make contact with the Supervisor or Office he/she should call the ICS Coordinator. If you see other groups abusing or using the fields on a restricted day, notify the ICS Office or Campus Security at (970) 209-8798. If a team is notified that a field is closed and holds practice despite being told not to, the Club may be subject to disciplinary actions including the cost of repair and replacement or maintenance costs.
Program Safety

Chapter 12

Risk Management Requirements

- **Waiver**: An ICS waiver must be signed by all participants, even if the participant only plays for one practice or event. The waiver includes a Statement releasing Western State Colorado University from any wrongdoing. It is imperative that each student and Coach understand that they must carry personal health and medical insurance plus personal automobile insurance because the University does not provide coverage.

- **Code of Conduct**: The Code of Conduct form must be signed by all participants, even if the participant only plays for one practice or event. The Code of Conduct states that a student will abide by University and ICS policies and procedures and conduct oneself in a professional, mature manner while representing Western in a positive demeanor.

- **Athletic Trainers/Medical Personnel**: An athletic trainer and/or medical staff are required on site for all home and away games for high contact Sports. A request for athletic trainers must be submitted to the Coordinator along with the game schedule at the beginning of each semester.

- **Incident/Accident Reports**: An accident/incident report must be filed for every injury occurring at ICS event within 24 hours of the accident. A copy of this form is located in the Commonly Used Form Section and on-line.

- **First Aid Kits**: Each team that practices or competes must have a first aid kit available for the entire season. These kits will be checked out to the Club president or Coach. The Club president is responsible for making sure it is stocked. Because of high supply costs, it is imperative that tape only be used for practice/game injuries and prevention. The kits should be returned to the ICS office at the end of a Club’s competitive season. THEY MUST BE RETURNED PRIOR TO JUNE 30th of each year.

- **Field and Equipment Safety**: If there is a potential safety hazard regarding field conditions or team equipment, the Coach or Officers must immediately notify the ICS office. The office and maintenance staff will work as quickly as possible to resolve any problems.

Emergency/Injury Procedures

**Collegiate Sport Clubs Emergency Response Plan**

1. **Think/Use Your Brain** -
   - Assess the situation and determine extent of emergency
   - Administer first aid appropriate for the victim(s) to the level of your training
   - If life threatening emergency call 911 immediately.
   - If the injury is not life threatening but serious, recommend they go to the closest medical facility and assist them in finding transportation to a doctor or the Emergency Room.

2. **Contact Intercollegiate Club Sports Department** - Duncan Callahan (970-275-8950).
3. Report: Using the injury/accident report (Please Note: This MUST be filled out for all ICS related injuries, including those at practice, competition, inside campus facilities, injuries on campus, and injuries that occur away from campus).

- How injury occurred, date, time and location
- Nature and description of accident
- Suspected and/or visible injuries
- First aid administration – date & time
- Name, address, and phone number of victim(s)
- Witness report narrative

4. Other Important Information:

- Professional staff will contact personnel such as the office of Student Affairs, Residence Life, and injured party’s family as needed.
- **Life Threatening Injuries: Immediately call 911**
- **Non-Life Threatening Injuries:** Contact an ICS staff member.
- **Non-Life Threatening injuries not requiring an ambulance:** If an ambulance is not required have a Club member or friend transport the injured person to the hospital. The Coach should NOT transport an injured participant.
- **If an Ambulance is needed:** If the injury occurs at Western, contact Campus Security at (970) 209-8798. If you cannot reach them, call 911. If the person is conscious and able to use reasonable judgment, you must have his/her permission before transporting the person by ambulance because he/she will be responsible for payment.
- **Neck or Back Injuries:** Do not move the injured person until it is determined by a trainer, person certified in first aid or EMT that the injured person can be safely moved.
- **Accident/Incident Report:** The Club President must ensure that an accident or incident report is filed with the ICS office within 48 hours of the injury.

**Notification if an injury requires hospitalization:** If an injury to any ICS person requires a trip to the hospital, contact one of the ICS staff as soon as possible, regardless of the time of day or night. Call Duncan Callahan, Madelyn Curry, or Janna Hansen; contact info can be found on page 7.

**Injuries to Individuals from Visiting Teams:** Students and individuals from visiting teams are not covered by insurance and therefore, they should be taken to Gunnison Valley Hospital by one of their own team members. They will be responsible for their own medical bills.
Athletes Returning from Injury

Athletes returning from an injury are expected to use medical advice, coach advice, and personal judgment before resuming ICS athletic training/competition. Some injuries are straightforward and require a defined healing process and recovery period; i.e. – a broken bone. Some injuries are not as clearly defined. For example, a muscle bruise will inhibit a player’s return to competition depending on individual factors like pain threshold, healing, and at home care. Player judgment must be the primary factor in return from minor injuries.

Concussion Policy

Concussions are a serious injury that can occur at any time and situation. If a concussion happens during an ICS event, training or competition, injury reports must be filed the same as any injury. ICS athletes will not be allowed to return to contact situation until concussion symptoms are no longer present; a minimum of one week depending on the severity of the concussion. For severe concussions, medical advice must indicate a player’s ability to return.
Public Relations

Chapter 13

Publicity

The ICS program is often able to get scores, results, and highlights published if submitted immediately following an event due to cooperation with the Top ‘O’ the World Campus Newspaper and the Gunnison Country Times. Each Club should have someone assigned to track data/statistics on a regular basis while working with the ICS office to record this information. The ICS office will then be able to pass on accurate statistics and highlight information. The Office should be promptly informed of any schedule changes so the most up to date schedule can be published.

Please leave the office the following information after a major event or competition:

- Name and date of event
- Contact person and phone number winner and final score
- Location where the event was held player and game highlights
- Photographs, if available

When using other forms of publicity, remember that ICS are a non-profit group. Therefore, you may use service announcements on the radio, press releases in newspapers, and columns in the Top. A Club must always give the press very accurate information. The University and Student Government support the ICS program and promoting a positive image is of utmost importance. ‘Off the record’ comments somehow become ‘on the record’ and are published, so avoid making such comments. Any comments against the ICS Office, University employees, or the student athletes of the University will be reviewed by the Council for disciplinary action. Any controversial comments or issues should first be mentioned to the ICS Coordinator before they are discussed with the press.

Promotion

As the ICS Program becomes larger and more noticeable on the Western Campus, it is more important than ever to be sure that all promotion and publicity is professional. All postings must be created using a computer or other form of professional media. There are numerous supplies available in the ICS office and University Center to assist Clubs in creating professional printed material. Funds are also available for the creation of professional publications.

All printed material must include the —Western State Colorado University logo(s). These logos are located in the ICS Office. All printed material must also contain the words: ‘Intercollegiate Club Sport’ and it must meet the approval of the ICS Coordinator. Programs that financially support the ICS program must be given credit for making the program possible.

Posting

Before posting anything on campus, it must be approved by the administrative office of the building being used for posting. Posting is prohibited anywhere on campus except authorized kiosks, bulletin boards and other designated areas. If the promotion or posting guidelines are not followed, a Club will be brought in front of the ICS Council for disciplinary action.
Summary of Promotion and Posting Guidelines

- All printed material must be pre-approved by the ICS Coordinator
- All printed material must contain one of the three approved Western logos
- All printed material must contain the words —Intercollegiate Club Sport(s)
- Materials must be approved for posting by individual building proctors
- Materials must be removed within 48 hours after the event has occurred
- Your Club’s name and contact info must be clearly identified on all materials

Any violations of these regulations will result in a meeting with the ICS Council to discuss disciplinary action and may result in individuals being suspended from the Program or teams being placed on probation.

Using the Trademark

The Office of Branding/Marketing/Media regulates, promotes, and protects the use of the University’s name and identifying marks, both on and off campus. This includes granting approval for use of the many registered service marks and trademarks of the University. The University trademarks include the ‘W,’ the ‘Western State Colorado University’ images, and the official Seal. The University has registered its marks in the State of Colorado and through the Federal Patent and Trademark Office. This ensures protection of the integrity and identity of the University. By ensuring that products bearing the University marks are of high quality, the reputation of Western is further promoted. Proper use of the University name also stimulates public awareness and support.
Chapter 14

Code of Conduct

The behavior of a single ICS team, or individual member(s) from a team, reflects the entire ICS Program and Western State Colorado University.

Club Officers and Coaches are responsible for the behavior of all Club members.

All Club members must conform to these behavioral guidelines and to the University Code of Conduct.

All Club members, Officers, and Coaches are responsible for understanding and upholding the policies and procedures put forth in this manual. Ignorance is not an excuse and any Club member’s failure to abide by the ICS behavioral guidelines or the Western State Colorado University Code of Conduct will face disciplinary sanctions. Any wrong-doings must be reported to the Club Coordinator immediately. An accident/incident report must be completed and submitted to the ICS office within 24 hours of the infraction. Reporting the problem to the proper officials ensures that the reporting Coach, Officer or Club Member will be protected against later repercussions or liability.

All complaints against members of the ICS program will be investigated. Any failure by members of the ICS program to abide by the ICS behavioral guidelines or Western State Colorado University’s Code of Conduct will result in a meeting between guilty parties, the Coordinator, and the Council. Infractions may result in the probation of a Club, the suspension of individual Club member(s), the suspension or dismissal of a Coach, or other disciplinary actions.

Alcohol, Drugs, and Illegal Substances

Alcohol consumption and the use of drugs (other than those prescribed by a physician), or the use of other illegal substances is NEVER permitted during an official Club function - including, but not limited to practices, games, competitions, travel or an event in ICS or campus and practice facilities. Club members are representatives of the University and are easily identified by Club/school uniforms; therefore, the public may closely scrutinize the Club’s behavior. It is important that Club members DO NOT wear Club jerseys, sweatshirts, etc. while visiting public drinking establishments. Team funds, whether generated by student fees, donations, or fundraising MAY NOT be used to purchase alcohol even if all team members are above the legal drinking age. All team members are required to abide by all State and federal laws including the prohibition of consumption of alcohol by anyone under the age of 21, and the prohibition of driving while under the influence of alcohol. The ICS Program requires Coaches to refrain from alcohol consumption with their Club members at any time and specifically during the entire duration of team trips. Coaches are ultimately responsible for the behavior of all Club members.
Travel
When staying in a hotel/motel, remember to be courteous of other clients. Loud talking outside of other guests’ rooms, yelling, playing loud music, or loud television can be very disruptive and cause persons to file a complaint to the hotel management or write to the University administration with a formal grievance. Any complaint will be investigated and if found valid may result in the probation of a Club, the suspension of individual Club member(s), or other sanctions.

When traveling by airplane the ICS Department expects that Club members will dress appropriately and respectfully. Club members are representing the University and are in a highly visible position that requires members to uphold the most positive image of the University. Team warm-ups or matching t-shirts are very appropriate attire.

Players found in violation of the Code of Conduct or acting against ICS Behavioral Guidelines during a team trip may be suspended depending on the severity of the infraction from the ICS Program.

Coaches will be terminated for consuming alcohol with their students who are not of the legal age to consume alcohol, while participating in an official or unofficial team event.

Academic Integrity
All ICS participants are expected to abide by the Western State Colorado University’s Academic Integrity Policy which can be found in the Student Handbook.

Hazing
Hazing is not allowed within the ICS program. Complaints of Hazing will be investigated and valid complaints will result in a meeting between the guilty parties and the ICS Council and Coordinator. Guilty individuals may be suspended from the program indefinitely and Clubs may be placed on probation. Hazing is defined as any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purpose of initiation, admission into, or affiliation with any organization at the University. Hazing includes any abuse of mental or physical nature, forced consumption of any food, liquor, drug or other substances or any forced physical activity that could adversely affect the health or safety of the individual. Hazing also includes any activity that would subject the individual to embarrassment, humiliation, the willingness of the participant in such activity notwithstanding. Hazing is considered an illegal act by anyone associated with Western State Colorado University.

Sexual Harassment
Western State Colorado University requires an open working and living environment free of sexual harassment for students, faculty, staff and administrators. Sexual harassment is prohibited as a form of gender discrimination in the educational and employment setting by the federal and State law; therefore, sexual harassment is prohibited on campus and in all University programs. Western State Colorado University is committed to taking appropriate action against those who violate the Western State Colorado University Policy on Sexual Harassment, including those who assert false allegations of sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when: (1) submission to such conduct is made whether explicitly or
implicitly a term or condition of an individual’s employment, living conditions, and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidation, hostile, or offensive working or educational environment.

Sexual harassment can occur between any combinations of members of the Western community: students, faculty, staff, and administrators. Sexual harassment is an abuse of power that often occurs when one person (the harasser) holds a position of real or perceived influence over another individual. Sexual harassment can also occur between peers.

To file a complaint or to get help - contact the Campus Title IX Coordinator - Sara Phillips (943-2176)
Behavioral Guidelines

Team Members and Coaches shall NOT:

- Use drugs (except for medical purposes) while traveling, practicing, or competing in any recognized ICS function.
- Consume alcohol at an official ICS function, including (but not limited to) competing, practicing, spectating and socializing.
- Consume alcohol at any ICS facility, on or off campus, before, during or after a practice or competition.
- Use team funds to purchase alcohol even if all team members are above the legal drinking age.
- Violate any federal, State or University Laws.
- Encourage underage consumption of alcohol.
- Consume alcohol at public establishments wearing team apparel.
- Strike, attempt to strike or otherwise physically abuse an official, spectator, administrator, University or hotel employee or Coach. Team members will not strike an opposing player.
- Cause or attempt to cause personal injury to another participant, official, spectator, administrator, University or hotel employee or Coach.
- Threaten physically harm to another participant, official, spectator, administrator, University or hotel employee or Coach.
- Verbally abuse another participant, official, spectator, administrator, University or hotel employee or Coach.
- Cause damage to facilities or equipment.
- Use or enter a facility illegally using an assumed name or false ID.
- Intentionally engage in or incite participants/spectators to engage in abusive/violent action.
- Use obscene gestures, profanity or disrespectful language.
- Haze another individual in any way.
- Engage in Sexual Harassment.
- Engage in amorous relationships between coaches and participants.

Team members shall:

- Follow all ICS behavioral guidelines and the Code of Conduct.
- Be cooperative and honest when asked for assistance in identifying individuals who may be involved in incidents. Failure to do so may result in an individual and/or team penalty.
- Abide by all rules and regulations of ICS facilities and treat all facilities with respect.

44
Coaches’ Responsibilities  

Chapter 15

The complete list of coaches’ responsibilities is located in the Coaches’ Agreement. This section highlights some of the most important elements of the Coach’s responsibilities for Team Officers. With the ICS Program’s emphasis on student leadership, participation and development, the role of Coach is to solely Coach and not to administrate. Coaches must allow and encourage the Club’s President and other elected officials to manage the Club’s regular activities. The Coach should work with the Club’s Officers to achieve short-term and long-term goals for the team. Coaches should endeavor to develop and improve the skills of the student-athletes on the team. Depending on stipends within the ICS Department, Coaches may be responsible for recruiting potential students. See the Coach’s Agreement for the complete list of expectations.

Supervision

Coaches must attend all practices and competitions during the entire duration of the competitive season. If a coach is not able to attend a practice or competition, he/she must ensure that an adequate replacement is available, or he/she must give a copy of the practice or game plan to the Club President. Coaches are responsible for the actions of the Club members when practicing, competing, and traveling. Coaches must enforce the Western State Colorado University’s Code of Conduct and all behavioral guidelines set forth by the ICS Program.

Meetings

Coaches are required to attend one general Coaches and Officers meeting per semester, one mandatory team meeting per competitive season, and one individual Coaches and Officer’s meeting with the ICS Coordinator per year. Failure to attend the Coaches and Officers meeting is grounds for dismissal.

Conduct

Coaches must act as a role model for the Club and ensure that all members positively represent Western State Colorado University at all times. Coaches must follow all conduct guidelines in the ICS manual; adhere to the WSCU Code of Conduct and the WSCU ICS Coaches’ Code of Conduct.

Discrimination Policy

Western State Colorado University’s Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status. In order to comply with this policy, Coaches must set team performance standards for attitude and/or ability and any other category in writing prior to team try-outs, making cuts, or prohibiting any student from becoming a member of the team. Coaches must also document the inability of a student to meet the written standards prior to cutting the student-athlete from the team or prohibiting student-athlete from becoming a member of the team.

Amorous Relationships

Amorous Relationships between ICS participants and Coaches is prohibited. Coaches hold evaluative authority over participants. The ICS policy on Amorous Relationships Involving Evaluative Authority provides that an amorous relationship constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other. This policy requires that the relationship be disclosed to the ICS Department and that the evaluative authority be eliminated.
An amorous relationship between an employee (Coach) and a student or between two employees constitutes a conflict of interest when a direct evaluative relationship exists between them while the amorous relationship is occurring. Therefore, it is prohibited and the conflict must be resolved by terminating the direct evaluative relationship. To accomplish this resolution, the primary responsibility to disclose rests with the person in the evaluative position. The individual to whom the disclosure is made is primarily responsible for requiring that actions be taken to resolve the conflict by terminating the evaluative relationship. If such actions are outside that individual’s authority, the matter shall be referred to the individual with the authority to take such actions. A report of the action taken to resolve the conflict shall be made to the VP of Student Affairs. If the Vice President of Student Affairs should find that the actions do not adequately resolve the conflict, they may require other or additional action. Possible consequences after due process is given will depend on each circumstance.

**Sexual Harassment**

WSCU requires an open working and living environment free of sexual harassment for students, faculty, staff and administrators. Sexual harassment is prohibited as a form of gender discrimination in the educational and employment setting by the federal and State law; therefore, sexual harassment is prohibited on campus and in all University Programs. Western State Colorado University is committed to taking appropriate action against those who violate the Western State Colorado University Policy on Sexual Harassment, including those who assert false allegations of sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when: (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual’s employment, living conditions, and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidation, hostile, or offensive working or educational environment.

Sexual harassment can occur between any combinations of members of the Western community: students, faculty, staff, and administrators. Sexual harassment is an abuse of power that often occurs when one person (the harasser) holds a position of real or perceived influence over another individual. Sexual harassment can also occur between peers.

To file a complaint or to get help - contact the Campus Title IX Coordinator - Sara Phillips (943-2176)

**Alcohol, Drugs, and Illegal Substances**

**Alcohol consumption and the use of drugs (other than those prescribed by a physician), or the use of other illegal substances is NEVER permitted during an official Club function - including, but not limited to practices, games, competitions, travel or an event in ICS or campus and practice facilities.**

Club members are representatives of the University and are easily identified by Club/school uniforms; therefore, the public may closely scrutinize the Club’s behavior. It is important that Club members DO NOT wear Club jerseys, sweatshirts, etc. while visiting public drinking establishments. Team funds, whether generated by student fees, donations, or fundraising, MAY NOT be used to purchase alcohol even if all team members are above the legal drinking age. All team members are required to abide by all State and federal laws including the prohibition of consumption of alcohol by anyone under the age of 21, and the prohibition of driving while under the influence of alcohol. The ICS Program requires Coaches to refrain from alcohol consumption with their Club members at any time and specifically during the entire duration of team trips. **Coaches are ultimately responsible for the behavior of all Club members.**
Travel

Coaches are ultimately responsible for their players’ behavior during away games and team trips. Coaches may be released immediately if they or their players are found to be in violation of the Code of Conduct or behaving in any way that is detrimental to the ICS Mission Statement. Coaches will be terminated for consuming alcohol with their students who are not of the legal age to consume alcohol, while participating in an official or unofficial team event.

Recruiting

Coaches contracted to responsibilities beyond skill development will be required to recruit potential ICS participants. Recruiting ICS participants ensures the longevity of ICS teams while promoting Western State Colorado University. Coaches are expected to regularly communicate with prospective students interested in their ICS team. Coaches are required to organize and execute three successful recruiting events throughout the course of the year.

Dismissal Policy

Coaches are eligible for dismissal by the Intercollegiate Sport Club Coordinator. The Coordinator must be contacted prior to the Club’s discussion for terminating a Coach. All Coaches are “at will” employees of the University and can be dismissed by the Intercollegiate Club Sports Coordinator at any time.

MID-SEASON DISMISSAL: Coaches are eligible for mid-season dismissal if they fail to complete any of their duties as outlined in the Coaches Agreement, or if at any time, two-thirds of the team votes to dismiss the Coach. Coaches may be immediately relieved of their position by the ICS Coordinator if they or any member of their team violates the Western State Colorado University Code of Conduct or the Intercollegiate Club Sports Behavioral Guidelines set forth for practices, competitions, team travel and any recognized team function. Coaches are also eligible for immediate dismissal if, at any time, the Club Sports Department determines that the Coach’s behavior is detrimental to the team, Club Sports Coordinator, the University, or the ICS Program.

MID-SEASON DISMISSAL PROCEDURE: Club members or Club Officers may bring concerns regarding the Coach to the attention of the ICS Coordinator. The Club members or Officers must present proof of a Coach’s failure to perform his or her duties or a two-thirds vote to dismiss the Coach. The Coordinator will make the final dismissal decision.

END-OF-THE-YEAR DISMISSAL: Coaches are also eligible for dismissal at the end of the competitive season upon the review of the Coach evaluations by the ICS Coordinator.

Coach’s Agreement: The Western State Colorado University ICS program strongly encourages each Club to have a Coach. While one of the primary goals of the ICS Program is to develop student leadership we recognize that some types of peer management may present difficulties for team leaders. Coaches may be Volunteer or paid. Coach’s compensation comes from ICS funding, gift, and fundraising accounts. Club members may not compensate Coaches directly from their personal accounts. If a Coach is going to receive a salary, he/she must complete the WSCU Payroll Papers prior to beginning work. The Coach must also complete and submit a timecard in order to receive payment. Coaches MUST agree to and sign a Coach’s Agreement. Volunteer Coaches must ALSO sign the Volunteer Policy. Failure to sign this agreement and the Volunteer Policy, if necessary, will result in disciplinary action as determined by the ICS Coordinator that could include immediate termination.
Coach’s Agreement:

I, __________________________ agree to Coach the ______________________ Club. I understand that my role and responsibilities include, but are not limited to the following:

ROLE: I understand that I will be representing the Club as a Coach and not as an administrator. I will allow the Club’s President and other elected officials to manage the Club’s regular activities. However, I will work with the Club’s Officers to achieve the short and long-term goals of the team. I have read and understand the ICS mission and philosophy that places an emphasis on student leadership, participation, and development.

COACHING: I will endeavor to develop and improve the skills of the student-athletes on the team. I will be open and receptive to Coaching suggestions from the student-athletes.

SUPERVISION: I will attend all practices and competitions for the entire duration of the competitive season. If I am not able to attend a practice or competition I will ensure that an appropriate replacement is available or I will give a copy of that day’s practice or game plan to the Club President. I understand that I am responsible for the actions of the team members during practice, competitions, and travel. I will enforce the Western State Colorado University Code of Conduct and all behavioral guidelines endorsed by the ICS Program.

ACCIDENT REPORTS: In case of an incident involving injury to a Club member, I will ensure that an accident report is completed and submitted to the ICS Office following the event.

EMERGENCIES: In case of an emergency I will follow all emergency procedures listed in this manual.

TEAM TRIPS: I understand that I am required to be available for team travel. Exact dates will be specified by team Officers in advance prior to travel. I understand that the goals of team travel include team building, student-leadership development and common enjoyment through recreation, physical activity and competition. I will encourage the fulfillment of these goals. I will be present at all practices and competitions during team trips. I understand that I will be held accountable for the behavior of all team members during the entire duration of any team trip. I understand that any team member violating the Western State Colorado University Code of Conduct or the ICS Program behavioral guidelines at any time throughout the duration of travel may result in my immediate dismissal. I understand that my transportation and lodging costs are usually paid by the team, but I will be responsible for additional costs.

COMPENSATION: I agree to be paid no more than a total of $_________ for the entire Coaching season. I understand that receiving payment is dependent upon my completion of all necessary University Payroll paperwork and submitting completed time cards to the ICS office. I understand that under no circumstances will I receive an advance in my pay.

RISK MANAGEMENT and SAFETY: I will adhere to all established safety practices for my sport, including the inspection of equipment and facilities prior to any activity. I will report any hazardous conditions to the ICS Coordinator. I will provide the safest possible environment for my team. I will oversee the Club Officers in ensuring that a fully stocked first aid kit is available at all team events held at and away from Western State Colorado University.
CONDUCT: I will act as a role model to the team members and ensure that all team members positively represent Western State Colorado University at all times. I will follow all conduct guidelines in the ICS manual and adhere to the Western State Colorado University handbook.

DISCRIMINATION: I understand that Western State Colorado University has a policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status.

OFFICER ELECTIONS: I agree to oversee team Officer Elections with the intent to ensure they are carried out on an annual basis.

OFFICER RESPONSIBILITIES: I will oversee all team Officers with the intent to ensure they are performing all of their duties and responsibilities as assigned by the team and the ICS program.

DISCIPLINE: I will report any violations of the Western State Colorado University Code of Conduct or the ICS behavioral guidelines to the ICS Coordinator in a timely manner.

TEAM PURCHASES: I will follow all ICS financial procedures as put forth in this manual. I understand that no expense may be reimbursed that has not been pre-approved and ordered through the proper purchasing channels.

BUDGET PROPOSALS: I agree to work with the team Officers to develop and submit a budget plan by the date required by the ICS office.

FACILITIES: I will oversee the completion of facility preparations and requests, in order to ensure they are completed by the team Officers in a timely manner.

SPONSORSHIPS: In conjunction with the Club Officers, I will oversee any promotions, commercial sponsorships, and advertising in accordance with WSC policies and the ICS Coordinator.

MEETINGS: I agree to attend one general Coaches and Officers meeting per competitive semester, one mandatory organizational per competitive semester, and one individual team Coaches and Officers meeting with the Club Sports Coordinator once a year.

CONSUMPTION OF ALCOHOL: I understand the ICS guidelines regarding the consumption of alcohol and use of illegal substances. I agree to refrain from alcohol consumption during all official team functions. I understand that I am responsible for the behavior of all Club Members at all official team functions and during the entire duration of team trips.

OPERATIONS MANUAL: I will abide by all policies and procedures as set forth in the Western State Colorado University ICS Operations Manual.

GENERAL: I understand that I will be held accountable and responsible to the Club President, Western State Colorado University, the ICS Coordinator and ICS Council. I will adhere to all Western State Colorado University and State of Colorado policies. If my Club belongs to any conference, league, or association, I will adhere to all conference, league, or association regulations.
RECRUITING: If agreed upon with the ICS Department and myself, I understand that I am responsible for recruiting prospective students to Western State Colorado University. I will attend/host three recruiting events per year and submit summary paperwork to the ICS office.

DISMISSAL: I understand that I am eligible for dismissal from my Coaching position at any time for any reason because I am an at will employee for Western State Colorado University. Only the ICS Coordinator and members of the Department have the ability to terminate my position that includes failure to abide by this agreement.

MID-SEASON DISMISSAL: I understand that I am eligible for mid-season dismissal if I fail to complete any of my duties as mentioned above, or if at any time, two-thirds of the team votes to dismiss me from my position. I understand that I may be immediately relieved of my position by the ICS Coordinator if I, or any member of my team violates the Western State Colorado University Code of Conduct or the ICS Behavioral Guidelines at practices, competitions, or at any time during any team trips, on or off the competitive surface. I understand that I am also eligible for immediate dismissal if, at any time, the Program Coordinators determine that my behavior is detrimental to the team, Coordinator, Western State Colorado University, or the ICS Program.

MID-SEASON DISMISSAL PROCEDURE: Team members or team Officers may bring concerns regarding the Coach to the attention of the ICS Coordinator with proof of a Coach’s failure to perform his or her duties or a two-thirds vote to dismiss the Coach. The Coordinator and/or members of the department will make the final dismissal decision.

END-OF-THE-YEAR DISMISSAL: I understand that I am eligible for dismissal at the end of the competitive season upon the review of the Coach evaluations by the ICS Coordinator.

My willful signature below indicates my acceptance of the conditions outlined above.

---

Signature

Printed Name

Date
**Volunteer Policy**

The volunteer participating in the ICS program is not an employee or agent of Western State Colorado University for any purpose. Volunteers are not entitled to receive any compensation from the University, including but not limited to, health care, workers’ compensation benefits, vacation, sick time, or any other benefit of employment, direct or indirect. Per the Colorado Worker’s Compensation Act and Statutes, specifically C.R S. 8-40-202, as a Volunteer you are not considered to be an—employee. Therefore, you are not eligible for workers’ compensation benefits through Western State Colorado University. In the event of an injury requiring medical care, you or your personal health insurance will be responsible for payment of all medical care. Authorized Volunteers must abide by all applicable University policies.

Volunteers for Western State Colorado University are not entitled to benefits including Workers’ Compensation. A Statement below must be on file specifying job duties. The start and end date must be completed. The Volunteer position may be terminated at any time.

The Volunteer must abide by all applicable campus, including departmental policies.

If a lawsuit is filed against an—authorized Volunteer alleging negligence, WSCU has government immunity (Colorado Governmental Immunity Act) and that Volunteer is covered.

A signed Volunteer agreement must be on file agreeing to the policy. Job duties will include the following:

Volunteer position will start: _____/____/____ and end: _____/____/____.

I exercise my own free choice to participate in the Intercollegiate Club Sports program. I understand and assume all associated risks. I hereby certify that I have had sufficient time to review and understand the provisions contained above.

I read and acknowledged this ______________________ day of __________, 20__________.

Name: ______________________________ Signature: ______________________________

Approved by: ______________________________ Date: ______________________________
Fan Code of Conduct

Chapter 16

As ICS teams grow, more members of the Western State Colorado University, local, and regional community will likely attend competitions. Fans at Western State Colorado University ICS events are expected to uphold a code of conduct as to best represent Western State Colorado University overall. ICS teams must ensure that prior to a competition taking place, the ICS Department is able to staff the event as well as collaborate on the necessary protocol or procedures involved with ensuring fans abide by the code of conduct and do not misrepresent Western State Colorado University or interfere with the ICS event.

At ICS competitions where fans will be present, the Fan Code of Conduct will be posted to ensure that fans know their responsibilities.

Western State Colorado University expects fans to:

- Cheer, sing, and otherwise support their team while remaining respectful and courteous to their fellow patrons, referees, opposing team fans and players
- Enjoy the game experience free from: fighting, throwing objects, attempts to enter the playing field unlawfully, and disorderly behavior, including foul, sexist, racial, obscene or abusive language or gestures.
- Comply with requests from athletics facilities staff regarding policies and emergency response
- Conduct themselves in a lawful manner to avoid incidents in the athletic facilities/parking lots

Actions that will result in sanctions include:

- Behavior that is reckless, dangerous, disruptive, or illegal in nature
- Demonstrating signs of impairment from alcohol or other substances
- Foul or abusive language or obscene gestures
- Interference with the progress of the game (including entering the field of play or throwing objects onto the playing area)
- Failing to follow instructions of game management personnel or law enforcement Officers
- Verbal or physical harassment of the opposing team’s players or fans, field officials, or game management personnel

Sanctions include ejection, disciplinary action from WSCU staff, and arrest.
Disciplinary Actions

There are three main sanctions that the ICS program will enforce. Clubs may be placed on probation or terminated, and Coaches and individual players may be suspended or expelled from the program.

The Probation and Termination of Intercollegiate Sport Club Teams

Causes of Probation

Clubs may be placed on probation for two reasons. First, all Clubs begin on probationary status through their first year with the ICS Program. Second, the Council may place delinquent Clubs on probation as a form of punishment, in an effort to secure greater cooperation and participation from the Club. The program Coordinator is charged with ensuring that Clubs follow all guidelines set forth in this manual. If a team fails to meet any of the requirements Stated in this manual, it is subject to probation. The probation period may be any length of time up to one year. The most common causes for placing a delinquent Club on probation are the Club’s failure to submit budget applications or participation reports, the failure of the President of the Club to attend ICS Council meetings, the Club’s failure to abide by aspects of Western State Colorado University’s Code of Conduct, and fiscal mismanagement. At any time during the probationary period, a Club is eligible for immediate termination.

Definition of Probation

Probation may include the loss of student-fee funding, as determined by the ICS Council. Probationary teams will receive the lowest priority in the scheduling of facilities. Probationary Clubs may be terminated by the Council at any time. However, probationary Clubs remain a part of the ICS Program receiving administrative assistance and access although limited, to the facilities and services the program provides.

Process of Probation and Termination of Delinquent Clubs

The Council may vote to put a delinquent Club on probation at any time. Clubs may be placed on Probation for failing to meet any of the standards set forth in this manual. Clubs may be placed on probation for any period of time up to one year. If the Council decides to place a team on probation, the Board will put a letter of probation in the team’s mailbox. The letter will State the reasons for probation, the definition of probation, and suggestions to improve the team’s participation in the program and prevent the team from losing its position as a part of the ICS Program. Probationary teams may be terminated at any time. At the end of the probationary period, the Council will vote on whether to expel the Club from the ICS Program or renew its status as a full Intercollegiate Club Sport. If significant improvement in the Club’s participation in the program has not been observed, the Club will be terminated.

The Suspension or Termination of Coaches

Through a joint decision between the ICS Coordinator and the Council, Coaches may be placed on suspension for any period of time up to one year or terminated at any time. Violation of the ICS Behavioral Guidelines by the Coach or any team member is possible grounds for suspension or termination.
The Suspension or Expulsion of Individual Team Members

Individual players may be suspended from the program for any violation of the University’s Code of Conduct, the ICS Behavioral Guidelines, or any of the guidelines set forth in this manual. Players may be suspended for any period up to one year or permanently. At the Council’s discretion, players may be suspended for the irresponsible consumption of alcohol or disrespectful behavior towards other players, Coaches, umpires, administrators, spectators, or University or travel personnel. After a player’s suspension period has ended, a second violation may result in the permanent expulsion of the player from the program.
Appendix

Important Dates and Forms

FALL 2013 - September 6, 2013 Deadlines:
- Signed Waivers and Code of Conduct forms
- Schedule a planning/budget meeting with ICS Coordinator.
- Team Roster
- Calendar of Competitions

Itemized Responsibilities

Task/Item

<table>
<thead>
<tr>
<th>Budget Proposal</th>
<th>Late submission: 25% deduction in fee allocation and/or loss of facilities Failure to submit: loss of all fee allocation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waivers</td>
<td>Late submission: $25 financial penalty Failure to submit: Grounds for probation and/or loss of fee allocation or facility use.</td>
</tr>
<tr>
<td>Roster</td>
<td>Late submission: $25 financial penalty Failure to submit: Grounds for probation and/or loss of fee allocation or facility use</td>
</tr>
</tbody>
</table>

Intercollegiate Club Sports Violations

Failure to Submit Participation Report
- $25 financial penalty
- $50 financial penalty/grounds for probation
- $75 financial penalty/grounds for probation
- $100 financial penalty/grounds for probation

Failure of President or Vice President to attend an ICS Council Meeting
- 5% deduction in fee allocation
- Additional 5% and grounds for probation
- Additional 5% and grounds for probation
- Complete loss of all fee allocation

Failure of President, Vice President, or Coach to attend a Coaches and Officers Meeting
- 25% deduction in fee allocation and or/ facilities loss
- Within one school year—Grounds for probation
Western State Colorado University
Injury Report

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male [ ]</td>
</tr>
<tr>
<td></td>
<td>Female [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Birthday</th>
<th>Activity at the time of the injury</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>Zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Phone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Treated by</th>
<th>Staff [ ]</th>
<th>Trainer [ ]</th>
</tr>
</thead>
</table>

Was the injured party advised to seek further treatment? Yes [ ] No [ ]

Was an ambulance recommended? Yes [ ] No [ ]

Was victim advised to discontinue further activity? Yes [ ] No [ ]

Was an ambulance called? Yes [ ] No [ ]

Did victim discontinue further activity? Yes [ ] No [ ]

Did victim refuse treatment? Yes [ ] No [ ]

Did victim sign refusal form? Yes [ ] No [ ]

Show place of injury

What care was provided and what action was taken?

**Description of injury occurred:**

**First Aid Performed:**

Employee name:_________________________ Witness name:_________________________

Department:___________________________ Witness Phone:_________________________

Signature:___________________________
# Participation Report

Intercollegiate Club Sport: _______________ For the month of: __________________

<table>
<thead>
<tr>
<th>DATE</th>
<th># of Members</th>
<th>Start Time</th>
<th># of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitted by: ___________________________  Date: _____________
# Roster Form

Intercollegiate Club Sport: ____________________________

<table>
<thead>
<tr>
<th>NAME</th>
<th>STU ID</th>
<th>PHONE</th>
<th>EMAIL @ WESTERN</th>
<th>WAIVER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitted by: _______________________________________  Date: ____________

59
Recruiting Event Form

Intercollegiate Club Sport: _______________________________________________________________

Date of Recruiting Event: _______________________________________________________________

Location: __________________________________________________________________________

Intercollegiate Club Sports Coaches/Members in Attendance: ________________________________

What event did you organize/attend?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Who organized the event and how many potential students participated? Provide org. contact info.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What materials did you give to potential students?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Describe the event and recruiting outcomes -
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Submitted by: ______________________________ Date: ______________________________
Coach Evaluation

Intercollegiate Club Sport: __________________________________________________________

Coach’s Name _________________________________________________________________

To better serve the participants of Intercollegiate Club Sports, it is necessary for a Coach’s evaluation and survey to be completed by every member of each Club at the end of the semester or competitive season. The Intercollegiate Club Sports program would appreciate any comments or suggestions you might have. The Coaches will NOT see this form and your answers will be kept confidential.

PLEASE RATE THE COACH USING THE FOLLOWING SCALE: 1= Does not Apply, 2= Poor, 3= Good, 4= Very Good, 5=Excellent

1. The Coach’s ability to communicate with players
   ______________

2. Coach’s technical knowledge of the sport
   ______________

3. Coach’s ability to teach skills
   ______________

4. Coach’s availability before, after, and during practice
   ______________

5. Coach’s professional demeanor at competitions
   ______________

6. Coach’s professionalism during travel
   ______________

7. Coach’s organizational skills
   ______________

8. Coach’s overall ability
   ______________

9. Your satisfaction with the Club
   ______________

   Coach’s ability to direct the Club competitively while keeping up with abilities of players


   What level player are you?


   How many years have you played this sport? ______

   How many semesters have you played this sport? ______
What direction would you like this Club to take in the future?

____________________________________________________________

What suggestions do you have to improve your Club or all Intercollegiate Club Sports?

____________________________________________________________

____________________________________________________________
FUNDING PROPOSAL FOR TRAVEL:

Club Name: ________________________________________________________________

Name of applicant completing proposal, phone #, and email address:
___________________________________________________________________________________

Date proposal is submitted: __________________________________________________________

Title of national championship: ______________________________________________________

Category of application (team, individual, equipment): _________________________________

Number of travelers (incl. Coaches and trainers): _________________________________

Dates of travel and number of days/nights: ____________________________________________

Location of Event: ________________________________________________________________

Entry Fees (per person and total)
$__________per person x__________ (# of competitors) OR $__________per team = $__Total

Types of transportation cost per type, and total:
________________________________________________________________________________

Lodging (per night and total):
$ (per person per night)________ x________ (# of competitors) = $______Total OR $ (per room per night)________________________ x________ (# of rooms) = $______Total________

Other expenses (please list):
________________________________________________________________________________

Total Trip Expenses: ______________________________________________________________
Equipment Acquisition Funding Proposal

Club Name: ________________________________________________________________

Name of Applicant Completing Proposal: ______________________________________

Phone #: _________________________       E-Mail: ____________________________

Date Proposal was submitted: _________________________________________________

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Why is it Required</th>
<th>Cost?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of participants that will benefit from this equipment: ____________________
Waiver Statement

WESTERN STATE COLORADO UNIVERSITY

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. BY SIGNING THIS DOCUMENT, YOU RELEASE THE UNIVERSITY FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN THE ACTIVITY LISTED BELOW AND WAIVE ALL CLAIMS FOR DAMAGES AGAINST THE UNIVERSITY.

I, __________________________ (Print Name), intend to participate in the _____(Name of Activity) (Hereafter “the Activity”) sponsored by____________________ (Name of sponsor) on these dates: __________________________.

In consideration of Western State Colorado University making arrangements for and permitting and assisting me to participate in this Activity, I agree to hold harmless, release, indemnify and forever discharge Western State Colorado University, the Board of Trustees of State University’s and the Officers, directors, employees and agents and any persons acting on their behalf as well as their heirs, executors and assigns from and against any and all liability, claims, demands, costs and expenses (including attorneys’ fees) arising out of or in any way connected with any bodily injury or property damage relating to or arising out of my participation in the Activity even if the liability, claims, demands, costs and expenses may arise, in whole or in part, out of the negligence or carelessness of the persons or entities mentioned above.

I am aware that the Activity may include certain inherent certain risks and dangers. I understand that specific risks vary depending on the level and nature of the Activity, and can range from minor personal injuries such as scratches, bruises, and sprains to major injuries such as eye injuries and back or joint injuries to catastrophic injuries resulting in paralysis or death. Risks of this Activity include the items detailed in this paragraph, below, and in other spaces as well, but are not limited to, the following:

____________________________

I understand and assume all the dangers and risks associated with this Activity and waive all claims or causes of action arising out of my participation in this program. To the best of my knowledge, I am not aware of any mental or physical disability or health-related reasons or problems that would hinder or otherwise prevent me from safely participating in the Activity. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage sustained through or arising from my participation in the Activity.

I expressly agree that this Liability Waiver Form is intended to be as broad and inclusive as permitted by the laws of the State of Colorado, and that if any portion herein is held to be invalid or unenforceable, the balance shall continue in full legal force and effect. I have carefully read this Liability Waiver Form, understand the contents herein, and am executing it voluntarily of my own free will. I have had sufficient time to review and seek explanation of the provisions above, have carefully read them, understand them fully and agree to be bound by them. I represent to Western State Colorado University that I am over 18 years of age as of this date.

Nothing in this agreement shall be construed to waive, limit, or otherwise modify any governmental immunity available to any of the persons or entities release herein under the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S.

__________________________________________________________________________
Name of Participant

Date

______________________________________
Signature of Participant

Date

______________________________________
Signature of Witness

Date
Western State Colorado University
Club Sports Student-Athlete Code of Conduct

I. Standards of Conduct

1. As a student athlete at Western State Colorado University, I promise to uphold the WSC Student Affairs Code of Academic and Behavioral Codes of Conduct, the Intercollegiate Club Sports Manual’s Code of Conduct, and my team’s Code of Conduct throughout my participation in WSCU Intercollegiate Club Sports.

1a. Student athletes are not members of a team until they pay membership dues. This Code of Conduct is a promissory note for membership dues for an individual team or teams; failure to pay full dues by the end of a competitive season will result in disciplinary action.

2. Student-athletes at the Western State Colorado University are subject to the standards and conduct embodied in the following:
   - State, federal, civil and criminal laws
   - Western State Colorado University Student Conduct Code and other applicable student conduct policies, including the hazing policy
   - Maintaining a cumulative GPA of 2.0 or higher after the students’ first semester
   - Team rules/Constitution
   - Club Sports Department rules
   - Individual League Rules

Violation of any of these standards of conduct may result in discipline, as further described in Part II

The failure of a student-athlete to report to the Club Sports Coordinator or campus official, within 24 hours, any violation of the above standards of conduct may also result in discipline, as further described:

II. Sanctions and Disciplinary Process

Violation of Team Rules - The team captain/Officers and the ICS Coordinator both have the authority to impose sanctions for violations of team rules. The sanctions may include any of the sanctions described above. The captain, however, may not impose the sanction of suspension or expulsion from the team without the approval of the club sports coordinator.

Violation of Other Rules or Policies - For violations of rules and policies other than team rules (For example, violations of Club rules, the Student Conduct Code, etc.), the captain may impose sanctions, with the approval of the club sports coordinator.
Obtaining a cumulative GPA below 2.0 - When a student athlete obtains a GPA below 2.0 they will be suspended from competition indefinably or until the student athletes raises their GPA above a 2.0 on their final grades.

Violation of Criminal Law - When a student-athlete has engaged in conduct that is in violation of the criminal law, whether that conduct constitutes a misdemeanor, gross misdemeanor, felony, or any other class of criminal conduct, the captain must report that information to the club sports coordinator and may impose sanctions with the approval of VP of Student Affairs.

Administrative Suspension When Student-Athlete Charged with Criminal Violation. Student-athletes who are arrested for or charged with violating the criminal law will be placed on immediate administrative suspension from involvement in team activity pending further investigation. If the alleged violation of law would constitute a misdemeanor violation, the team captain has the authority to decide whether to lift the administrative suspension. If the alleged violation of law would constitute a more serious violation, however, only the campus administrators may lift the administrative suspension. In all cases in which a student-athlete is arrested for or charged with illegal gambling or sexual misconduct or violence, the student-athlete will be immediately suspended, and the suspension may be lifted only by the campus administrators.

a) First-Time Offenses. Some first-time offenses are serious enough to warrant any of the possible sanctions listed above.

b) Multi-Sport Athletes. Multi-sport athletes will not be relieved of any sanction when changing sports.

c) Underage Alcohol Violation. An underage alcohol consumption violation will be sanctioned at minimum with probation, the terms of which will be determined by Student Affairs.

III. Definition of Team Function

A registered student organization, sport club or athletic team function is defined as: Any gathering, whether on- or off-campus, where the intent or reason to gather is to conduct business or engage in any activity related to the organizations purpose, and is organized, arranged or initiated by members of the organization, club or team, or is promoted or communicated using organizational or university resources, such as, but not limited to, e-mail, fliers or any communication at any other organizational function.

If any University policies or civil or criminal laws are violated during a function and there is no clear evidence that the sponsoring organization attempted any restraining action through its members or officers, the organization could be held responsible and disciplinary action may be taken.

IV. Appeals

A student-athlete may appeal sanctions imposed upon him or her by the team captain or the club sports coordinator through the campus student judicial processes. The student may commence appeal through the WSCU ICS Council, or for more significant offenses, through the Office of Student Affairs.

<table>
<thead>
<tr>
<th>Student Athlete (Sign)</th>
<th>Student Athlete (Print)</th>
<th>Date</th>
</tr>
</thead>
</table>