



**Colorado State University Pueblo**

**Club Sports Manual**

**2022**

# General Policies and Procedures

## Contents

|  |    |
|--|----|
| A letter from the Professional Staff Club Sports Representatives | 2  |
| Program Overview   | 3  |
| Contact Information  | 6  |
| Club Sport Recognition Process                                   | 7  |
| Allocation of Funds  | 8  |
| Donations, Sponsorship and Community Service                     | 9  |
| Club Leadership  | 10 |
| Club Leadership  | 11 |
| The Club Sport Council   | 11 |
| Club Sport Code of Conduct                                       | 12 |
| Club Sports Discipline   | 13 |
| Travel Guidelines  | 14 |
| Travel Request and Authorization Form                            | 19 |
| Colorado State University Pueblo Travel Itinerary/Roster         | 20 |
| Colorado State University Pueblo Club Sports Registration Packet | 23 |
| CSU Pueblo CLUB SPORTS CONTRACT                                  | 26 |
| ASSUMPTION OF RISK AND INSURANCE CERTIFICATION                   | 28 |
| RELEASE, WAIVER OF LIABILITY, AND COVENANT NOT TO SUE            | 29 |
| PARTICIPANT INSTRUCTION LETTER                                   | 30 |
| MEDICAL INFORMATION FORM   | 31 |
| INSURANCE INFORMATION & PARENT'S AUTHORIZATION FORM              | 33 |
| LIABILITY WAIVER FORM  | 35 |
| Colorado State University Pueblo Club Sport Membership Roster    | 36 |

## A letter from the Professional Staff Club Sports Representatives

Dear Club Sport Athlete,

Welcome to Colorado State University Pueblo's Club Sport program!

Our mission at the Student Recreation Center is to engage and energize OUR people in meaning and supportive well-being activities. Our core functions include the Rec Pack – our student staff employment and development program, Member & Guest Services, Experiential Learning, Sports & Competition and Event Management. It is our goal to provide you with as many enriching and educational opportunities as possible.

Club sports are a group of student organizations established to promote and develop the interests and skills of members in sport-related activities. The club sports program is student initiated, and the emphasis is placed on student participation.

This Club Sports Handbook is designed to be a resource to the individual clubs and their officers. It contains information on club sport policies, rules, operating procedures, guidelines, and other useful information. The officers of each club should read the handbook thoroughly and acquaint their members with its content.

Our challenge to you is to make the most out of your Club Sport experience; get involved, learn what it takes to make a successful program, practice hard, play hard, step outside of your comfort zone but most of all, have fun!

Sincerely,

Emily McElwain:

Director of Student Recreation

## Program Overview

### Colorado State University Pueblo

Colorado State University Pueblo is nestled in a historically and culturally rich community of more than 100,000 people, located in the southern part of the state near the foothills of the Rocky Mountains—just a short drive to Denver and Colorado Springs.

### ThunderWolf Recreation

The Colorado State University Pueblo's ThunderWolf Recreation Services and Facilities is committed to expanding students' educational experiences beyond the classroom. We will achieve this by creating an optimistic, inclusive, healthy, and motivating environment which promotes diversity, leadership, and self-actualization.

### Club Sports

A Club Sport is a registered student organization intended to promote the common interests of a particular sport or activity through participation and competition. Participation in a club sport is completely voluntary. Membership is open to all current students regardless of skill level. No students may be discriminated against by any organization at CSU Pueblo for reasons of age, color, ethnic or national origin, disability, marital status, etc.

To be recognized as a club sport at CSU Pueblo, each organization must agree to abide by the guidelines and expectations outlined in this handbook. Eligibility for some club sports may depend on various league or divisional rules established by outside organizations. Practices and schedules vary since all activities are organized and administered by students.

The purpose of CSU Pueblo Club Sports Program is to provide students the opportunity to participate in competitive sport clubs against intercollegiate teams, with an emphasis on student leadership, development, and involvement.

### Club Sport Goals

1. To provide healthy and creative competitive programs through activities meeting the needs of members of the university community.
2. To provide competent personnel and direction for programs and activities.
3. To provide an opportunity for development of student's leadership and management skills.
4. To promote leisure education and higher academic achievement.
5. To enrich social competence and develop group loyalty.

### Club Sport Objectives

1. Offer a wide variety of competitive programs.
2. Involve all students, staff, and faculty members at various levels of programming.

3. Maintain a governing structure composed of student leaders. Student Recreation Staff will help with the direction for implementation of a financial management plan, budgetary allocations, fund disbursement, club specific policies, and a positive University relationship.
4. Allow each club member fair treatment within the overall organization.
5. Treat all clubs equitably, with no club being exempted from policies governing club sport operations.
6. Educate for effective use of leisure time through participation in club sports.
7. Develop students' management and leadership skills through student run operations with the help of the Student Recreation professional staff.

### **Club Sport Eligibility**

In order to be eligible to participate in club sport activities, participants must:

1. Be enrolled in 6+ credits at CSU Pueblo.
2. Maintain a minimum of a 2.0 GPA.
3. Be in good standing with the University.
4. Have valid and current health insurance coverage.

### **Eligibility and Registration**

Currently enrolled undergraduate and graduate students at CSU Pueblo are eligible to participate in the Club Sport Program. CSU Pueblo Faculty, Staff, other University employees, alumni, and community members may not participate in Club Sport Activities. Community and alumni members are also not eligible to participate in the Sport Club Program unless deemed appropriate while hosting a club tournament/event by the Club Sport Professional Staff Representatives.

Each Club Sport participant must complete a Waiver of Liability, Assumption of Risk, and a Code of Conduct to be eligible to participate. Each Club Sport participant must pay dues (per their sport's constitution) in order to be eligible to participate. Individual club members are responsible for paying dues in a timely manner to the club in which they participate.

Delinquent dues payments may result in the following consequences:

- Holds being placed on students financial account
- Loss of privilege, including, not limited to: participating in official or unofficial club events
- Loss of purchasing privilege for the club with outstanding dues
- Loss of ability to use club funding

Club members must adhere to CSU Pueblo, ThunderWolf Recreation, and Club Sport Program policies, procedures, expectations, and code of conduct. Clubs should contact their sport's governing body to confirm exact eligibility requirements. Many sports have specific standards for collegiate competition. The Club Sport Program will not support any exclusion to participate on the basis of race, color, national origin, ethnic group, religion, sex, sexual orientation, age, or disability.

*Notes: Club officers or coach(s)/instructors(s) reserve the right to choose to form a traveling team from its members, since only a certain number can realistically participate in competition. Each club is responsible to work out a fair and equitable method that accommodates all of its members' needs.*

### **Actions Taken When Ineligible Participation Occurs**

Individual club members are not considered a member until the waiver of liability, assumption of risk, and code of conduct has been completed. If ineligible participation occurs, the Club Sport Administration may impose sanctions to the individual and/or the club team, depending on the severity of the infraction. These sanctions could include, but are not limited to, the following:  
Removal of ineligible participant(s) from Club Sport program  
Suspension of ineligible participant(s)  
Suspension of entire club team  
Fine to be forfeited from the club's checking account  
Removal of club team from Club Sport program  
Other consequences as determined by the Club Sport Administration

### **Insurance Coverage and Accident Reporting**

ThunderWolf Recreation requires that all Club Sport Athletes carry medical insurance while a member of any team. Proof of insurance coverage must be provided before any participant is listed on a practice or competition roster. When an injury, accident, or incident occurs during a sport club practice or competition, an Incident Report Form must be completed and turned in to the Club Sport office **AS SOON AS POSSIBLE** after the injury, accident, or incident occurs. If it is a serious injury, call 911 and then notify the Club Sport Representative of the incident immediately.

Club Sport officers, club members, coaches, and instructors should emphasize safety during all club-related activities. The Club Sport Program strongly recommends that all club sport participants have annual physical examinations. CSU Pueblo assumes no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.

## Contact Information

### **Club Sports Office**

**Location:** Student Recreation Center, Office 106

**Website:** <https://www.csupueblo.edu/student-recreation/club-sports/index.html>

### **Club Sports Staff**

**Emily McElwain:** Director of Student Recreation Center

**Office:** 719-549-2063

**Email:** emily.mcelwain@csupueblo.edu

**Sherece Alaniz:** Business Manager - Purchasing & Travel Arranger

**Office:** 719-549-2083

**Email:** sherece.alaniz@csupueblo.edu

### **Club Sports Representatives**

The role of the Club Sports Representatives is to act as a liaison between those sports which they are responsible for and the ThunderWolf Recreation Department and all other University offices. They also act as an advisor and resource to clubs. It is their responsibility to monitor club activities to keep all participants as safe as possible, oversee the equitable scheduling of facilities, maintain records of all Club Sports' owned equipment, and to ensure that all activities and funds are managed in compliance with Club Sport and University policies.

The Representatives will allow clubs as much freedom to operate as possible, provided they operate within the framework of University policy and Club Sports guidelines and regulations. The Representatives will be available to assist student leaders with club business and as a resource in a referral capacity for University administrators, facilities, and procedures. They have the authority to make policy for or reverse any decision of the Club Sports Council, if appropriate. Each club should be in regular communication with their respective Representative for all Club Sport matters and especially refer to them when situations arise that are not covered in this handbook.

## Club Sport Recognition Process

### **How to start a new club/ reinstate an inactive club**

In order to start a new club, or reinstate an inactive club, a bona fide interest must exist. For a new club to be considered, the following conditions must be met:

- Five or more students must be interested in forming the Club (dependent on sport in question)
- Must have a competition schedule
- Must meet regularly for Club practice
- Complete the Club Sport Registration packet
- Must submit a team roster and constitution
- Must locate and adhere to a National or Regional governing body and its rules

Once all of the above conditions have been met, prospective club leaders will meet with the Club Sports Professional Staff Representatives to discuss the logistical aspects of the club, to include:

- The safety of the sport will be considered through risk management
- An appropriate facility for the activity to occur will need to be identified and available
- The club must set up a budget and determine fundraising options
- The club must elect its executive council. After the meeting, the Representatives will determine if the prospective club may move onto the next step of the recognition process: presenting before the Club Sport Council.

### **Proposal to the Club Sport Council**

The Club Sport Council, described in the following pages, will hear proposals from potential clubs. Based on the guidelines set forth in this manual, the Council will determine whether or not to grant full recognition to a club. The council may elect the following:

- Full Recognition-all of the conditions for recognition were met
- No Recognition-not all of the conditions for recognition were met: in the event no recognition is elected, conditions may be placed on clubs such as the requirement to re-propose at the next Council Meeting.



## Allocation of Funds

### Club Sports Financial Allocation

Clubs in good standing are eligible for financial support through the University. All clubs are expected to do some type of fundraising if they desire additional funding. Club sports may also receive donations and sponsorship. All financial activities must be approved through the Club Sports Office.

In order to receive financial support from the Club Sport program, clubs must turn in the Annual Budget Planning Sheet during the spring semester to the Club Sport Council to determine their budget request for the following academic year. The Club Sports Representatives will be available to guide clubs through the budget process. The Club Sports Council reviews requests for funds in March/April of each year. Ideally, a decision regarding funding will be announced at the April Club Sports Council meeting so that clubs have the opportunity to petition the Club Sports Council if they feel they were wrongly allocated funding.

The Club Sports Council reserves the right to consider special conditions for financial allocation including, but not limited to: diversity, disability, gender, club expenses, community service, and volunteerism.

Allocations are designed to provide a fraction of the club's operating budget. Failure to submit, or late submission, of an allocation request may result in the decrease or loss of funding for the following year.

### Additional Funding Request

The Club Sport Office has a set amount of money each year earmarked for special circumstances in which clubs may unexpectedly advance in playoffs, to National Championships, or other unforeseen funding needs. In this case, clubs may submit a proposal to the Club Sports Council to receive additional funding.

The proposal must include a description of the request, a budget report for the request and a short list of other fundraising options that have been carried out by the club to support this request.

### Fundraising

Clubs often need to do additional fundraisers in order to acquire the necessary equipment for safe competition, travel to competitions across the country, or to accomplish other club goals. There are several fundraising options available through the club sports office including, but not limited to: letter writing campaigns, assisting with athletic concessions, parking, grounds maintenance, and finding sponsorship.

All club fundraisers must be approved through the Club Sports office due to several university policies and regulations involved with these fundraisers. Under no circumstances may alcohol be used as a means of raising club funds and alcohol may not be purchased with the generated funds.

Clubs who are not in compliance with the fundraising policy are subject to a one-year team suspension from the club sports program after review from the Club Sports Council, Club Sports Representatives in addition to the Director of Student Recreation.

### **Purchases**

Prior to any purchase being made, a Purchase Request form must be submitted to the Club Sports Representative. At no time will **unauthorized** purchases be reimbursed. Reimbursements are never guaranteed, and reimbursements are considered a revocable privilege. All requests for reimbursement must be made within 3 business days following the end of a trip. The end of a trip will be the date the traveler plans to return to Pueblo, as listed on the travel form. Reimbursement requests made after the 3rd business day will be denied without discretion.

For all purchase requests, please follow the link to the QR Code shown here:



### **Equipment**

All equipment purchased with Club funds will remain property of the CSU Pueblo Club Sports program. As soon as equipment has been received, it shall be inventoried, and at the end of the season, the equipment must be returned to the Club Sports office. Supplies that are consumable, such as water bottles, tape, chalk, etc., must be inventoried, but do not need to be returned to the Club Sport office. Players may be required to purchase personal protective equipment on their own.

**Failure to return club equipment may result in suspension/termination of recognized Club Sport status.**

# Donations, Sponsorship and Community Service

## Donations

Donations are always welcome! In the event a donation is made, it is best made in the form of a check, so that it can be tracked. Keep in mind that for a donation to be considered tax deductible, nothing can be given to the donor for that donation, such as their logo on a flyer, or banner. Once a donation is made, if the donor would like a receipt of donation, they can contact the Director of Club Sports.

## Sponsorships

By definition, a sponsorship occurs when something is given, either money or goods, in return for something else, such as advertisement. Clubs seeking sponsorships must submit a list of proposed sponsors **prior** to communicating with potential sponsors to the Club Sports Representative.

This list of sponsors will be then submitted to the foundation for approval or disapproval of the list. Once the Club achieves approval to seek sponsorship, they may seek out approved sponsors.

Examples may include:

- \$250 in exchange for a logo to be placed on a banner
- \$500 for a logo to be placed on a jersey

## Community Service

In order to promote a positive image to the community of Pueblo, each Club will be required to participate in at least one (1) community service project each semester. What project the Club chooses to participate in is up to the Club, but it must be clear how the project benefits the community.

**Failure to complete one community service project a semester may result in loss of funding or suspension of recognized Club status.**

For community service interest projects, please follow the link to the QR Code shown here:



# Club Leadership

## Executive Council

Clubs are managed and administered by student leaders. The organization of each club is the responsibility of the club officers. The following is a list of suggested duties for each officer. However, each club should identify specific responsibilities for its officers relevant to their individual club.

The **President** serves as the primary liaison between the club and the Club Sports Staff by:

- Presiding over all club business
- Maintaining a strong and positive relationship with the Club Sports Staff, the Department of Student Recreation and Division of Student Life
- Informing other officer and members of and adhering to all Club Sports policies and procedures
- Completing all necessary paperwork and meeting all deadlines

The **Vice President** should assist the President with their responsibilities and duties and assist the other officers. The Vice President should assume the President's responsibilities in their absence and have a full understanding of the operation of their club.

The **Secretary** should communicate important information and updates to officers and club membership, maintain documentation of club meetings, notify the Club Sports staff on accomplishments throughout the year, and promote the club through publicity and marketing.

The **Treasurer** ensures that all club financial obligations are met and will keep records of all club transactions to provide accountability for use on all funds by:

- Working closely with the Club Sports Representative to make all club related purchases
- Ensuring all financial operations follow the Club Sports guidelines and protocols
- Understanding all financial procedures and protocols and overseeing all club financial transactions
- Completing necessary financial paperwork in a timely fashion

# Club Leadership

## Coaches

Beginning with the Fall 2020 season, each Club is **required** to have a coach. Coaches must fill out an agreement of services form, which details the responsibilities of their position with the team. At no time will coaches be paid without a completed agreement of services form.

**Coaches are expected to review the CSU Pueblo Club Sport Coaches Handbook and abide by all policies, guidelines and procedures contained within. Coaches are also expected to abide by all policies, guidelines and procedures contained within the Club Sport Participant Manual.**

## Safety Officer

All club teams are required to have at least 2 safety officers. This officer must:

- Have current first aid & CPR certifications (Club Sports Representative needs proof)
- At least one needs to be at every sport clubs event/practice
- If an injury occurs, provide assistance to the injured individual not acting outside the scope of your training
- For any injury, submit an injury Report Form to the Club Sports Representative as soon as possible after the occurrence
- See that first aid kit requirements are met on a regular basis. Bring to the Club Sports Representative the first week of each month for inspection.
- Develop and implement the emergency action plan for all sport club events
- Be in contact with the Club Sports Representative with any safety concerns regarding your sport club

## The Club Sport Council

The Club Sports Council (CSC) is a student committee composed of one member from each recognized Club Sport that is nominated by their peers and voted on by each individual club. The elected CSC members will be expected to attend all regularly scheduled meetings of the council. The meetings will be held at a time that is convenient for all members to attend approximately once a month. The CSC advises the Club Sports Representative in administering the Club Sports Program, which includes but is not limited to: recommending new clubs, determining budget allocations, serving as a judicial board, approving and or recommending policy changes. It exists to promote participation in the program and has the primary goal to provide a medium for the exchange of information regarding club activities, policies, financing, discipline and procedures.

Nominations for the CSC should be submitted to the Club Sports Office by a designated date early in the spring semester. All clubs will be informed of this date in advance in order to have their candidate on a ballot. A ballot with all nominees will be presented and each club will vote on the candidates they want as representatives.

### Club Sport Council Meetings

The general format of Club Sport Council meetings are as follows:

- Opening statements
- Judiciary Hearings
- New Club Proposals
- Additional Funding Requests
- Updates
- Closing

Meetings typically will last two hours, however, will continue as long as needed. In the event a meeting must adjourn due to facility hours, or if a maximum meeting time of 5 hours has elapsed, another meeting within a two-week period will be determined by the CSC. If a CSC member is late or does not attend a scheduled meeting, the team will be fined. Late fines are \$50 and non-attendance fines are \$100. The fine will come out of the allocated funding for the current season.

For all Club Sport Council Election nominees, please follow the link to the QR Code shown here:



# Club Sport Code of Conduct

## Anti-Hazing Policy

The Club Sports Program along with the Student Recreation Center is committed to the belief that abusive behavior, harassment, and assault do not build character, do not build leadership skills, and do not foster group loyalty or unity.

Hazing is an abuse of power and relationships, and its purpose is to demean others. Hazing is defined as any action taken or situation created intentionally, whether on or off CSU Pueblo property, by either fraternity/sorority organizations, student clubs/organizations, athletic teams, individual students, or student groups, to produce mental or physical discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule.

**Willingness to engage in any hazing activity does not render the Anti-Hazing Policy unenforceable.**

## Drug/Alcohol Policy

Alcohol is not allowed at any Club Sport function. When hosting a home event (competition or practice) drugs and alcohol may not be used by club athletes, coaches or spectators from either team. When traveling, the time the club leaves campus to the time the club returns to campus is considered a club event and drugs and alcohol are not allowed at any time. Additionally, events hosted by clubs outside of practices and competitions (i.e. banquets) are subject to these expectations, and clubs disregarding alcohol and drug laws during their events are subject to the same disciplinary measures as during other Club functions.

Examples of disciplinary measures that could be taken include suspension of individuals from the club, short term suspension of the entire club, complete loss of club status, etc.

## Club Sports Program Code of Conduct

The Club Sports Program aims to provide quality activities for members of the University community. These activities should be conducted in a manner that represents the best interest of the University, while minimizing risk, ensuring participant safety and maintaining quality facilities and equipment.

When involved in Club Sports events, on and off campus, and when traveling, individuals must always act in a way that does not detract from the reputation of the University. Any reports regarding your club by other teams or administrators of activities that reflect negatively upon the University will result in disciplinary action which could include loss of practice space/time, short term suspension, loss of club status, etc.

Examples of Code of Conduct violations can include, but are not limited to, the following:

- Behavior - Disregarding the Club Sports Program policies about drugs, alcohol, and behavior

- Staff/Participant Safety - Jeopardizing the safety of staff, participants, and/or officials by words or actions.
- Facility Policies – Intentionally disregarding existing facilities policies
- Access infraction - Engaging in unauthorized entry and exit from University Facilities
- Financial Infraction - Inappropriately using or managing club money
- Travel - Inappropriate behavior while on club/University business

Clubs are also permitted/encouraged to establish a constitution, which will govern the specific teams. Constitutions provide further rules and regulations for individual clubs, but do not supersede the policies in this handbook. They serve as an addition to the Club Sport Manual. Once a constitution has been put into place, the guidelines shall be enforced by club officers.



# Club Sports Discipline

## Club Sports Discipline Process

Violation of, or non-compliance with University, Club Sport, or the CSU Pueblo Student Code of Conduct may result in **immediate suspension** of that club or individuals by the University. A discipline process involving hearings by the Club Sports Council exists so that decision-making concerning policy violation involves student input. However, the Student Recreation Department and Club Sports Representatives reserve the right to take immediate disciplinary action against any club, or club members. If the violation involves the Student Code of Conduct, the director of Student Conduct may act on the situation as well.

If students are charged with violation of student conduct, either taking place on or off campus, the University's Student Conduct office may choose to initiate disciplinary proceedings against them. Of particular concern are those charges that indicate that the student may be a danger to himself/herself or others. Examples of these charges include violence, drug selling, sexual assault, and major theft, etc.

## Appeals Process

In the event that a club or club participant(s) do not agree with the Club Sports staff's final decision on suspension, expulsion, or other penalty, participants have the option of making an appeal to the Club Sports Council (CSC). Appeals must be submitted to the Club Sports Office no later than 5 days after the final decision was made.

Appeals must be in the form of a typed letter (hard copy) to the CSC with a description of what happened from the challenger's point of view, as well as why the punishment is deemed unfair.

Only the participant(s) who is being removed from participation may be present at the CSC hearing. The CSU Pueblo Club Sports program reserves the right to bring witnesses and/or their testimony to the hearing. After the case has been presented to the CSC, members will decide to uphold or overturn the Club Sports Representatives. The challenger will be notified via email the CSC decision within 48 hours after the decision is made. The decision made by the CSC regarding the case will be final.

For all Club Sport Appeal Requests, please follow the link to the QR Code shown here:



# Travel Guidelines

## Travel to Competition

All Club Sport members, and advisors are permitted to travel in association with the business of their club. As representatives and ambassadors CSU Pueblo, all individuals associated with the club are expected to behave in appropriate manner at all times and remain in full compliance with University and Student Recreation policies. Drivers and passengers are expected to follow University policy and federal, state, and local laws.

All Club Sports travel must be approved in advance by the Club Sports Representatives. To gain approval for a trip, a Travel Request must be submitted a minimum of two weeks prior to your departure date if lodging and/or vehicle rental is required. This lead time will allow the officers of the club and the Club Sport Staff to make all necessary travel arrangements. If the Club Sports Representative does not approve the travel, the club may NOT travel on its own. The event/tournament host will be notified that the CSU Pueblo club is not approved to participate.

Only those club members, coaches, and advisors who have a current Medical Information Form, Insurance Information & Parent's Authorization Form, Liability Waiver Form, and have copies of your insurance card on file in the Club Sports Office will be approved to travel. No guests, friends, family members, or others will be allowed to travel with the club. All travelers must be listed on the Travel Roster/Itinerary Form.

A majority of the club's competitions must be within a 300 mile radius. Mandatory conference games, regional tournaments, and national tournaments will be exempt from this policy. All out-of-region (beyond a 300 mile radius) travel must be approved by the Club Sports Representative before any commitments or travel arrangements can be made by or for the Club. The Club Sports Representatives will consider the following before approving any out-of-region travel requests:

- Quality of the event – potential for valued experience
- Location of the event
- Options for safe travel to the event
- Cost to the Club
- Number of club members who will participate in the event
- Number of opportunities for participation at the event

## Before Traveling

To ensure that all club travel is documented and in compliance with Club Sport policies, and that all travel accommodations are properly reserved, there are several steps to take before travel is permitted.

### **1. Travel Request submitted**

- This request will supply the Club Sports Representatives with basic information about the trip in order to determine if travel is sanctioned.

- If lodging, financial, or vehicle rental accommodations are required for the trip, this form is due two weeks in advance.
- If no lodging, financial, or rental vehicles are necessary, the form should be submitted at least a week prior to departure.
- Once approved, the Club Sports Representative may assist the Club with arrangements for rental vehicles, lodging, and payment of tournament entry fees.

## **2. Travel Meeting**

- A trip leader must be designated and must attend the Trip Leader Meeting the week leading up to the departure to obtain all information pertinent to that weekend's travel, as well as to discuss the submitted Travel Itinerary.

## **3. Travel Roster/Itinerary Form submitted**

- The travel roster/itinerary form must be completed and submitted a minimum of two weeks prior to travel date.
- Failure to submit a completed travel roster/itinerary will result in not being permitted to travel.
- Forms submitted after the Tuesday before the departure date will result in a \$100 fine paid from the allocated funds for that season.

## **Travel Rules**

Club Sports travel rules and regulations are designed to promote the safety of all club members while traveling to and from Club Sports events and tournaments. On an approved club sport trip, all travelers must abide by them. Failure to comply with these regulations may result in penalties for the entire club, up to and including suspension of all club activities or expulsion of the club from the Club Sports program.

1. Clubs must adhere to the travel itinerary submitted to and approved by the Club Sports Representatives.
2. Clubs are required to travel as a Club. In the event that a member of the Club is unable to travel with the Club, the Club Sports Representative may authorize that member to use his/her personal vehicle to travel separate from the club.
3. All passengers must be authorized to participate in Club Sports activities (members, coaches, advisors) and listed on the approved Travel Roster/Itinerary Form.
4. There may be only as many passengers in the vehicle as there are passenger seat belts and all travelers must wear seat belts.
5. When using multiple vehicles, the club must do its best to keep all vehicles traveling together. All vehicles must follow the approved travel route and stop as scheduled.
6. Luggage must be packed so that the driver's view is not obstructed.
7. The front seat passenger in each vehicle must take responsibility for reading maps, providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed, controlling the passengers, and staying awake, so the driver can concentrate on driving.
8. All other passengers must behave in a manner that does not distract the driver.

9. No single driver may drive for more than 4 hours without stopping. If the driver is sleepy, switch immediately.
10. No travel may occur between the hours of 2:00am and 5:00am.
11. On an approved Club Sports trip, club members and coaches shall NOT consume alcohol or use any form of drugs.
12. In cases of inclement weather the Club Sports Representative will consult with the trip leader to determine whether the club should travel.
13. Upon the trip's return to Pueblo, the Club Sport Representative must be contacted.

### **Qualified Drivers**

Only qualified drivers may drive a University vehicle or personal vehicle being used for University affiliated travel. A driver is considered qualified by meeting the requirements that they are:

1. At least 18 years old.
2. Has a valid United States or Canadian driver's license and has held a valid driver's license from any jurisdiction, foreign or domestic, for at least one (1) year prior to the request to be a qualified driver.
3. Has the correct license for the vehicle type that they will be driving, including any required endorsements.
4. Has a satisfactory driving history record (MVR)

### **Personal Vehicles**

While the Club Sports office strongly discourages the use of personal vehicles, it is understood that their use may be necessary due to financial constraints and scheduling issues. Individuals using a personal vehicle for University business are required to carry auto liability insurance with at least the minimum limits required by the state where the vehicle is registered and the insurance may not include any prohibition or restriction on the use of the vehicle for commercial, work or work-related purposes which would render the insurance invalid during the use for University purposes.

The individual using the personal vehicle must ensure a current vehicle registration and proof of insurance is in the vehicle during all travel for University business. In an accident involving a personal vehicle, the owner must use his/her individual automobile insurance coverage as the primary insurance.

**CSU Pueblo will not provide any insurance coverage for personal vehicles.**

### **Inclement Weather Policy**

During times of inclement weather while traveling it is imperative that safety be the top priority. Therefore, it will be at the discretion of the Club Sports staff on whether or not travel will be permitted at these times. As a program we reserve the right to cancel travel as a department.

If a club is attempting to return from a trip when dangerous conditions occur, the Club Sports program will cover additional travel expenses incurred, including but not limited to, hotels and additional vehicle rental fees. The Club Sport staff will also request authorized absences if necessary. If travel is permitted, but weather conditions are not favorable, the Club Sports staff will support any decision made by the club's officers in regards to travel.

### **Alcohol and Drug Use during Travel**

Alcohol and or illicit drug use is NOT permitted while participating in Club Sport activities. Club Sport activities include, but are not limited to, club practices, games, travel to and from games/practices, training sessions, and recruitment events. **For the duration of the trip no alcohol, marijuana, or illicit drugs may be purchased, ingested, or transported by any club participant regardless of local, state, or federal laws.** When traveling, the time the club leaves campus to the time the club returns to campus is what will be considered the duration of the trip.

### **Absence Verification**

Authorized absences from class CANNOT be granted by the Club Sport office. If professors require verification that Club athletes are traveling to a sanctioned event, the Club Sports Representative can honor this request.

It is suggested that you reach out to professors at the beginning of each semester, or as soon as possible, to notify them of upcoming absences throughout the duration of the course.

### **Hotel/Motel Regulations**

Before any hotel/motel reservations can be made, the trip in which lodging is needed must be approved by the Club Sports Representative. To begin the request for reservation, the club must indicate that they will need a hotel/motel in their Travel Request and provide the necessary information. Once it is indicated that lodging is needed, the Club Sports Representative will move forward with making the reservation with the departmental travel card. Final expenses will be withdrawn from the club's account and any cancellation fees may be debited from the club's account. Once the reservation is confirmed, the Club Sports Representative will email the Club President of the specific details of their reservation. Choice Hotels are encouraged as we have an account and get discounts on reservations.

Another option for reserving hotel/motels, while not encouraged, is to make a reservation with personal funds then go through the reimbursement process. Clubs are advised to research several hotels in order to receive the best rates for their accommodations. Contact the host of the event to determine if early arrangements need to be made in order to reserve a room for that day/weekend. When staying at a hotel/motel the club must check out and receive a folio/receipt upon completion of their stay.

To request a hotel reservation to be made by the Club Sports Representative, the following information will be required in the Travel Request:

- The complete name, mailing address, and phone number of preferred hotel/motel
- The name under which the reservation should be placed, example - John Smith or Club Baseball
- The dates the club would like reserved (check in and check out), the number of rooms to be reserved, and the number of people staying in each room

Other lodging accommodations may be made during travel, such as campgrounds, churches, personal houses, host school's gymnasium, etc. It is imperative that no matter the form of lodging, that the exact location and contact information is communicated to the Club Sport Staff via the Travel Itinerary before departure of a trip.

# Travel Request and Authorization Form



**COLORADO STATE UNIVERSITY-PUEBLO  
TRAVEL REQUEST AND AUTHORIZATION FORM**

\_\_\_\_\_ BLANKET  
\_\_\_\_\_ IN-STATE

PID: \_\_\_\_\_

DATE: \_\_\_\_\_

|   |  |                             |                                 |  |      |  |      |        |
|---|--|-----------------------------|---------------------------------|--|------|--|------|--------|
| Traveler:   |  |                             |                                 | Estimated expenses which the university will reimburse to the traveler |      |  |      |        |
| Title:  |  |                             |                                 | Meals  |      | Days                                     | Rate | Amount |
| Department/program:   |  |                             |                                 | Lodging  |      |  |      |        |
| Point of Departure  |  | Destination                 |                                 | Rental car   |      |  |      |        |
| Departure date:   |  |                             |                                 | Personal car (mileage)   |      |  |      |        |
| Return date:  |  |                             |                                 | Taxi/Bus   |      |  |      |        |
| Purpose and justification of travel:  |  |                             |                                 | Airline ticket   |      |  |      |        |
| Mode of travel:   |  |                             |                                 | Registration fee   |      |  |      |        |
| _____ State Auto  |  | _____ Private Auto**        |                                 | Other: Specify   |      |  |      |        |
| _____ Bus   |  | _____ Commercial Plane      |                                 |  |      |  |      |        |
| _____ Other   |  | _____ Private Plane         |                                 |  |      |  |      |        |
| <b>University Funding</b>   |  |                             |                                 | SUB TOTAL:   |      |  |      |        |
| Account No  |  | Amount                      | Signature of responsible person |  | Date | Expenses to be paid to the traveler only |      |        |
|   |  |                             |                                 |  |      |  |      |        |
|   |  |                             |                                 |  |      |  |      |        |
|   |  |                             |                                 |  |      |  |      |        |
| <b>Other Funding Source</b>   |  |                             |                                 | Estimated expenses to be paid directly by the university or department |      |  |      |        |
| Amount  |  | Description of other source |                                 | Airline ticket   |      |  |      |        |
|   |  |                             |                                 | Registration Fee   |      |  |      |        |
|   |  |                             |                                 | State Vehicle  |      |  |      |        |
|   |  |                             |                                 | Other: Specify   |      |  |      |        |
|   |  |                             |                                 | Sub Total:   |      |  |      |        |
| <b>Travel Authorization &amp; Certification</b>   |  |                             |                                 | <b>GRAND TOTAL</b>   |      |  |      |        |
| <p>** I certify that the statements in the above schedule are true and just in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement was claimed was performed by me on State business and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by the Fiscal rules; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed on a mileage basis.</p> |  |                             |                                 |  |      |  |      |        |
| <p>I certify that this trip is necessary to conduct university business and I request approval for the trip</p>   |  |                             |                                 |  |      |  |      |        |
| _____<br>Signature of Traveler  |  |                             |                                 | _____<br>Date  |      |  |      |        |
| _____<br>Signature of supervisor or department head   |  |                             |                                 | _____<br>Date  |      |  |      |        |
| <p><b>International Travel Authorization</b><br/>Must be submitted 30 days prior to departure</p>   |  |                             |                                 |  |      |  |      |        |
| _____<br>Dean's Signature   |  |                             |                                 | _____<br>Date  |      |  |      |        |
| _____<br>President's Signature  |  |                             |                                 | _____<br>Date  |      |  |      |        |
| <p>International travel should be authorized by both the Department Chair and the president OR Delegate. Most Federal grants and some State grants/contracts do not allow for foreign travel. Please run it by Grant Administrator.</p>   |  |                             |                                 |  |      |  |      |        |

Please Keep a copy for your records. Travel authorizations are due before the date of travel.

- Clubs must adhere to the travel itinerary submitted to and approved by the Coordinator of Club Sports.
- Clubs are required to travel as a Club. In the event that a member of the Club is unable to travel with the Club, the Coordinator of Club Sports may authorize that member to use his/her personal vehicle to travel separate from the club.
- All passengers must be authorized to participate in Club Sports activities (members, coaches, advisors) and listed on the approved Travel Roster/Itinerary Form.
- There may be only as many passengers in the vehicle as there are passenger seat belts and all travelers must wear seat belts.
- When using multiple vehicles, the club must do its best to keep all vehicles traveling together. All vehicles must follow the approved travel route and stop as scheduled.
- The front seat passenger in each vehicle must take responsibility for reading maps, providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed, controlling the passengers, and staying awake, so the driver can concentrate on driving.
- All other passengers must behave in a manner that does not distract the driver.
- No single driver may drive for more than 4 hours without stopping. If the driver is sleepy, switch immediately.
- On an approved Club Sports trip, club members and coaches shall NOT consume alcohol or use drugs.
- In cases of inclement weather the Coordinator of Club Sports will consult with the trip leader to determine whether the club should travel.
- **Upon the trips return to Pueblo, the Coordinator of Club Sports must be contacted.**

**Club Sport:** \_\_\_\_\_

**Designated Trip Leader:** \_\_\_\_\_

**Trip Leader's Contact Number:** \_\_\_\_\_

**Event Name** (i.e. Tournament Name, Game vs. Opponent, etc.): \_\_\_\_\_

**Event Destination** (Site, City, State): \_\_\_\_\_

**Event Date** (i.e. Date of game, Duration of tournament): \_\_\_\_\_

**Event Time** (i.e. Game time, Duration of tournament): \_\_\_\_\_

**Event Host Contact** (Name and Contact Info): \_\_\_\_\_



Trip Departure from Pueblo (Date and Time): \_\_\_\_\_

Estimated Return to Pueblo (Date and Time): \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

University Vehicle(s): \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Personal Vehicle(s): \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

License Plate(s) of Personal Vehicle(s): \_\_\_\_\_

Flying:            Y            N                            Flight Number: \_\_\_\_\_

Other: \_\_\_\_\_

Lodging Information (Name, Address, and Phone Number): \_\_\_\_\_

**\*Attach driving directions from Google Maps, including mileage.\***

[https://www.google.com/maps/dir/Pueblo,+Colorado/Denver+International+Airport+\(DEN\),+8500+Pe%C3%B1a+Bld,+Denver,+CO+80249/@39.0436959,-105.7780661,8z/data=!4m15!4m14!1m5!1m1!1s0x8713a2f3071bb165:0xa82d6ba368c7b82e!2m2!1d-104.6091409!2d38.2544472!1m5!1m1!1s0x876c7f2a98ff44ff:0x49583bb435b59c6a!2m2!1d-104.6737376!2d39.8560963!3e0!5i1](https://www.google.com/maps/dir/Pueblo,+Colorado/Denver+International+Airport+(DEN),+8500+Pe%C3%B1a+Bld,+Denver,+CO+80249/@39.0436959,-105.7780661,8z/data=!4m15!4m14!1m5!1m1!1s0x8713a2f3071bb165:0xa82d6ba368c7b82e!2m2!1d-104.6091409!2d38.2544472!1m5!1m1!1s0x876c7f2a98ff44ff:0x49583bb435b59c6a!2m2!1d-104.6737376!2d39.8560963!3e0!5i1)

**Page 3 of 3**

**Travel Roster for Specified Trip- *Do not submit incomplete!***

|    | <b>Participant Name</b> | <b>Participant Phone</b> | <b>Driver (Check)</b> | <b>Emergency Contact</b> | <b>Relationship</b> | <b>Emergency Phone</b> |
|----|-------------------------|--------------------------|-----------------------|--------------------------|---------------------|------------------------|
| 1  |                         |                          |                       |                          |                     |                        |
| 2  |                         |                          |                       |                          |                     |                        |
| 3  |                         |                          |                       |                          |                     |                        |
| 4  |                         |                          |                       |                          |                     |                        |
| 5  |                         |                          |                       |                          |                     |                        |
| 6  |                         |                          |                       |                          |                     |                        |
| 7  |                         |                          |                       |                          |                     |                        |
| 8  |                         |                          |                       |                          |                     |                        |
| 9  |                         |                          |                       |                          |                     |                        |
| 10 |                         |                          |                       |                          |                     |                        |
| 11 |                         |                          |                       |                          |                     |                        |
| 12 |                         |                          |                       |                          |                     |                        |
| 13 |                         |                          |                       |                          |                     |                        |
| 14 |                         |                          |                       |                          |                     |                        |
| 15 |                         |                          |                       |                          |                     |                        |
| 16 |                         |                          |                       |                          |                     |                        |
| 17 |                         |                          |                       |                          |                     |                        |
| 18 |                         |                          |                       |                          |                     |                        |
| 19 |                         |                          |                       |                          |                     |                        |
| 20 |                         |                          |                       |                          |                     |                        |
| 21 |                         |                          |                       |                          |                     |                        |

# Colorado State University Pueblo Club Sports Registration Packet

At CSU Pueblo, Club Sports are student organizations established to promote and develop the interests and skills of members in sport related activities. The Club Sports Program is student initiated, and the emphasis is placed on participation. Each club sport must register with the Student Club Sports Recreation professional staff member overseeing Club Sports.

Club Sports teams are registered with Student Recreation in accordance with these policies and procedures. The following are minimum requirements for registration:

1. Each school year, all Clubs must submit the following:
  - a. Online Club Sports Registration Form (please scan and fill out)



- b. Leadership Team and Membership Roster (see above pages 20-22)
  - c. CSU Pueblo Club Sports Contract (see pages 26-27)
  - d. CSU Pueblo Assumption of Risk, and Insurance Certification Signed (see pages 28-35)
2. Maintain a current and up-to-date team roster on file with Student Recreation (see page 36)
3. Five (5) currently enrolled CSU Pueblo students, willing to serve as members and representative officers of the organization. (This number can be dependent on the sport)
4. All officers and members must have and maintain a minimum cumulative GPA of 2.00 at CSU Pueblo. All members who start the semester with a CUM CSU Pueblo GPA of 2.0+ are eligible. Members falling under current 2.0 GPA during a semester will be immediately suspended until current GPA is at or above 2.0. First semester freshman and transfers are eligible until they fall below a 2.0
5. Players must be full time students (12 hours undergrad/9 hours grad) (Fall/Spring only) and maintain good standing with the University. Players are solely responsible for their own personal medical insurance and proof of insurance. Players must attend mandatory Club Sports Meetings as determined by Student Recreation.

All requirements must be met in order to receive registered status. Each organization must register annually to maintain recognition and to be eligible to receive standard privileges granted when in compliance with the policies and procedures established by the University. Registration

does not imply either University approval or disapproval of the Club Sport's purpose, function, or activities.

#### REGISTRATION PRIVILEGES:

##### **Use of University Facilities and Services**

Use of resources provided by Student Recreation Inclusion in University publications, directories, and distribution databases.

##### **Participation in University Student Organizational fairs**

Hosting of a web page on the University server Student Recreation is committed to providing support and assistance to all Club Sports properly registered with the University. The initial step in receiving this support is the completion of the Annual Registration Process. Benefits and privileges shall extend until the first day of September. For continued privileges after this date, new registration forms must be submitted to the Coordinator of Intramural and Club Sports to ensure registration status for the current year. If registration expires, all privileges are forfeited. This may involve cancellation of Occhiato University Center reservations; workstation, or storage space; closing of the University financial account; with remaining funds transferred to the Club Sports Council for reallocation to registered Club Sports.

#### NON DISCRIMINATION POLICY:

As an equal opportunity/affirmative action employer CSU Pueblo complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of disability, race, color, religion, nation origin, age, sex, or Vietnam veteran era status, except in the case of designated fraternal organizations which are exempted by federal law from the Title IX Regulations concerning discrimination on the basis of sex.

Club Sports should make a reasonable effort to inform the University community of their membership criteria and processes, including membership application deadlines. Outreach efforts to groups typically underrepresented in Student Organizations should be made. Officer selection criteria may be specific to the goals and objectives of the organization.

#### OTHER RESPONSIBILITIES

A registered Club Sport is responsible for conducting its affairs in a reasonable manner consistent with the policies and procedures of the University, the Student Code of Conduct, and all Student Recreation policies. Each Club Sport and its members and officers are responsible for coordinating the activities of the group. This includes planning all programs and activities, reserving facilities and equipment rentals, and managing and accounting for all organizational funds in accordance with University policies. Any change in officers, advisor, and/or constitution should be promptly submitted to Student Recreation.

Registered Club Sports will be held accountable for the action and behavior of their members or guests at their functions. It is the responsibility of the registered Club Sport to familiarize themselves

with the Club Sports policies and University policies. Officers should take responsibility to inform others in the club about University policies, but it is the club's responsibility to seek such advice. Clubs are responsible for inspecting all necessary equipment, and make sure all required training related to equipment usage is completed and assure that prompt medical attention is available when necessary.

#### ANTI-HAZING POLICY

In keeping with its commitment to a positive academic environment, the CSU Pueblo community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within registered Club Sports is a guaranteed right that all student possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin. Hazing is a Student Conduct Code violation and a crime in Colorado.

#### FAILURE TO ADHERE TO REGULATIONS

Student Recreation reserves the right to impose sanctions against a Club Sport, officer, and/or members and/or forward concerns regarding student conduct to the University Student Conduct Officer. Student Recreation may conduct a fact finding process. Sanctions: As a result of the fact finding process, Student Recreation may determine if a sanction is warranted, and depending on the severity of the violation impose any of the following sanctions deemed appropriate:

1. Place the Club Sport on probation with full privileges
2. Place the Club Sport on probation with restricted privileges
3. Suspend the Club Sport registration without privileges
4. Revoke the Club Sport of registration
5. Refer the Club's officers to the University Conduct Officer

#### APPEALS

Letters of Appeal for sanctions may be submitted to the Club Sports Representatives with the club's concerns and rationale for changes to the sanction.

## CSU Pueblo CLUB SPORTS CONTRACT

As the leadership and representatives of the (Club Name), we hereby agree to serve and abide by all policies and procedures outlined in the current CSU Pueblo Club Sport Manual. We also agree to abide by all the rules and responsibilities. We understand the rights and responsibilities of being a student organization at CSU Pueblo, including the following: OFFICER LEADERSHIP DEVELOPMENT POLICY As Club Sport Officers, we agree to attend all Student Recreation Workshops and trainings throughout the year presented by Student Recreation. COMMUNICATION AND PUBLICITY AGREEMENT.

We agree to maintain communication with Student Recreation and abide by all policies and procedures. Changes in the responsible parties must be reported to Student Recreation immediately or the club email account list, and the website may be disabled or removed. We give permission for directory information to be released to the public. We agree to check our email accounts for updates, important information, and to correspond with Student Recreation. We hereby give CSU Pueblo consent to use all digital images, photographs, videotapes, or film, taken of us and/or recordings made of our voice and/or written extractions, in whole or in part, of such recordings or musical performance representing CSU Pueblo and/or others with its consent, for the purposes of illustration, advertising, creating derivative works, or publications in any matter.

CLUB SPORT FINANCIAL AGREEMENT We agree to contact Student Recreation before spending money, including initiating purchasing or committing funds and adhere to the CSU Pueblo's Procurement Process. We understand that the Club Sport may NOT have a bank account outside the university. We agree that Club Sport Officers/members must receive permission to travel and access club funds. The Treasurer and President agree to attend financial meetings as needed. We understand that funds provided to the Club Sport through the Student Recreation allocation process may be used for approved expenses only. We understand that if the Club Sport does not utilize grant funding as outlined in the Grant Notification Letter, the funds shall revert back to Student Recreation for reallocation. We acknowledge that, at the end of each fiscal year, June 30th, unused University funds may be returned to the University for reallocation. We understand that we are liable for overdrafts as well as maintaining a detailed Club Sport budget. If there are insufficient funds to cover bills accrued on the club's behalf, the officers/member/advisor are responsible at the time of incurring these costs agree to pay such expense. We agree to contact Student Recreation to develop fundraising strategies that comply with the University and Foundation policies and procedures.

CLUB SPORT ADVISOR(S) Specific responsibilities of the advisor shall be to: regularly attend general and executive board meetings; provide guidance to the officers; receive all financial statements and oversee all financial transactions of the club sport; ensure that officers meet the minimum requirements for holding office as established by the University and the Club Sport's constitution and bylaws; provide advice regarding membership selection procedures, and responsibilities, review and sign the Club Sport's annual registration packet. As the Advisor, I hereby accept the responsibilities outlined in the CSU Pueblo Club Sport Manual. NOTIFICATION OF RECOGNITION Upon completion of all requirements to become a registered Club Sport, the Club

Sport will be listed as an active Club Sport on the Club Sports website. This serves as the official notice of recognition.

---

Primary Officer (Signature and printed name)

---

Date

---

Secondary Officer (Signature and printed name)

---

Date

---

Financial Officer (Signature and printed name)

---

Date

---

Administrative Officer (Signature and printed name)

---

Date

---

Advisor (Signature and printed name)

---

Date

## ASSUMPTION OF RISK AND INSURANCE CERTIFICATION

Many recreational activities and Club Sports programs involve substantial risks of bodily injury or death, property damage, and other dangers associated with participation in such activities. Dangers related to such activities include, but are not limited to, the following: hypothermia, broken bones, strains, sprains, bruises, drowning, concussions, heart attacks, and heat exhaustion.

Each participant in these activities should realize that there are risks and dangers inherent in them, and also in the training for, participation in, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he or she has the prerequisite skills, qualifications, preparations, and training

The undersigned acknowledges that Colorado State University Pueblo does not warrant or guarantee in any respect the competency or mental or physical condition of any trip leader, vehicle driver, or individual participant in any Club Sports program or recreational activity. I acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in such voluntary Club Sport programs or recreational activities, and that I am solely responsible for maintaining adequate health and accident insurance coverage for such costs. I accept and assume all risks, hazards, and dangers involved in such activities in which I may elect to participate including the training, preparation for, and travel to and from the site of such activities or programs.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you are under the age of 18, you are required to obtain the signature of your parent or guardian.*



## RELEASE, WAIVER OF LIABILITY, AND COVENANT NOT TO SUE

The undersigned hereby acknowledges that participation in Club Sports and recreational activities involve an inherent risk of physical injury and assumes all such risks. The undersigned hereby agrees that for the sole consideration of Colorado State University Pueblo (the "Institution") allowing the undersigned to participate in voluntary recreational programs or Club Sports activities in connection therewith, and making available to the undersigned for his or her use while participating in such programs or activities, certain equipment, facilities, grounds, or personnel of the Institution, the undersigned participant does hereby waive liability, release and forever discharge Colorado State University Pueblo and the State Board of Governors of the Colorado State University System, its members individually, its officers, agents, or employees from any and all demands, rights, and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from my voluntary participation in or in any way connected with such Club Sports programs and recreational activities.

I further covenant and agree that for the sole consideration stated above I will not sue Colorado State University Pueblo, the State Board of Governors of the Colorado State University System, its members individually, its officers, agents, or employees for any claim for damages arising or growing out of my voluntary participation in recreational programs or Clubs Sport activities.

I understand that the acceptance of this Release, Waiver of Liability, and Covenant Not to Sue the Institution or the State Board of Governors of the Colorado State University System or any agent or employee thereof, shall not constitute a waiver, in whole or in part, of sovereign or official immunity by said Board, its members, officers, agents, and employees.

This Release, Waiver of Liability, and Covenant Not to Sue shall remain in effect for as long as I am a participant in Club Sports or recreational activities offered by the Institution. Further, I understand that, if I am an employee or student at the Institution, this Release, Waiver of Liability, and Covenant Not to Sue shall be effective during the entire period of my enrollment or employment at the Institution.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you are under the age of 18, you are required to obtain the signature of your parent or guardian.*

## PARTICIPANT INSTRUCTION LETTER

Dear Club Sport Participant,

We are pleased you have decided to participate in our Club Sport Program at CSU Pueblo. We are extremely proud of our program, and will make every effort to make it an enriching educational opportunity.

In order to join any Club Sport team, the following must be completed by you prior to any Club Sport participation, whether a practice or competition:

- 1.) Medical Information Form
- 2.) Insurance Information and Parent's Authorization Form
- 3.) Liability Waiver Form
- 4.) Provide copies of your insurance card

Due to the nature of Club Sports, we require that all participants provide their own health insurance, take pre concussion tests, and disclose any health information that is necessary to provide a safe environment.

Again, we are excited to provide a great experience for our Club Sport Athletes, and welcome to the CSU Pueblo Club Sport program!

Sincerely,

Your Professional Staff Club Sports Representative  
Emily McElwain

**Emily McElwain:** Director of Student Recreation Center

**Office:** 719-549-2063

**Email:** emily.mcelwain@csupueblo.edu

# MEDICAL INFORMATION FORM

**General Information (Please print clearly):**

Name: \_\_\_\_\_ PID# \_\_\_\_\_ Date (today): \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Local Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Gender: M F Date of Birth: \_\_\_\_\_

**Emergency Notification**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address (State & Zip code): \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Medical History**

1. List any medications that you are currently taking.
2. Do you have any allergies, (circle) Yes No If yes explain \_\_\_\_\_
3. Have you been hospitalized within the past year or for which you are now undergoing treatment.
4. If you now have, or have had any of the following symptoms or conditions, please circle "yes" and underline the specific condition. If not, circle "no".

|        |    |  |
|--------|----|--|
| a. yes | no | dizziness, recurrent headaches, or change in level of consciousness  |
| b. yes | no | eye, ear, nose, throat, tonsils, or sinus symptoms   |
| c. yes | no | impairment of sight, hearing, or speech  |
| d. yes | no | chronic cough, bronchitis or asthma, coughing up of blood, or contact with tuberculosis  |
| e. yes | no | chest pain, shortness of breath, palpitation, ankle swelling, heart murmur, heart disease, high or low blood pressure                      |
| f. yes | no | reaction to bee stings   |
| g. yes | no | sensitivities/allergies to: horse serum (tetanus antitoxin), sulfa, penicillin, or any other drugs<br>_____                                |
| h. yes | no | symptoms relating to the gastro intestinal tract (i.e. diarrhea, recurring abdominal pain, passing of blood, ulcer of stomach or duodenum) |
| i. yes | no | severe menstrual cramps or menstrual problems; currently pregnant  |

|        |    |  |
|--------|----|--|
| j. yes | no | albumin, sugar or blood in urine; kidney stone, frequency in urinating, bed wetting, or other urinary difficulties           |
| k. yes | no | muscle, joint, knee or back pain, bursitis, arthritis, sciatica  |
| l. yes | no | muscle or limb weakness, numbness, or tingling   |
| m. yes | no | benign or malignant growth or tumor  |
| n. yes | no | history of diabetes, thyroid imbalance, hypoglycemia dietary restrictions (i.e. diabetic, low cholesterol, vegetarian, etc.) |
| o. yes | no | episodes of depression or anxiety, hysteria, or nervousness  |

**Authorization for Emergency Medical Care**

I am aware of my past and present health and fitness in relationship to strenuous activity. I will participate in all activities except for those noted below by myself and/or my physician. Information about any and all prescription drugs that I am currently taking is noted.

**I have completed the above form to the best of my ability with full knowledge that any information withheld may create the potential for serious injury or re-injury. My participation in a Club Sports activity will be determined based on a review of this form by the Club Sports Office. Failure to submit this form will mean that you may be an observer, rather than a full participant. Regardless of your physical condition, you are expected to pay attention to your body and its physical limitations to select an appropriate level of participation. Failure to complete all portions of this form could result in injury or compound the damage to an existing injury.**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you are under the age of 18**, you are required to obtain the signature of your parent or guardian.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Medical Notes/Comments

---



---

# INSURANCE INFORMATION & PARENT'S AUTHORIZATION FORM

Dear Participant, Parent, and Medical Provider;

Currently there is no "EXCESS or SECONDARY" insurance for your son or daughter for injuries occurring while participating in practice or competition of Club Sports. This means that any claims for benefits must be filed with the primary insurance company providing coverage to your son or daughter.

PLEASE NOTE: Most employers' group insurance allows dependent coverage to be continued until age 23 if the dependent is a full time student. DO NOT drop dependent coverage while your son or daughter is participating in Club Sports.

## PLEASE PRINT

### Participant Information

Participant's Full Legal Name: \_\_\_\_\_ Sport Club: \_\_\_\_\_

Local Address (Street, City State Zip Code): \_\_\_\_\_

Local Phone #: (\_\_\_\_) \_\_\_\_\_ PID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M F

### Parent/Guardian Information

Parent/Guardian Name: \_\_\_\_\_

Home Address (Street, City State Zip Code): \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's Address (Street, City, State, Zip Code): \_\_\_\_\_

Phone #: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

### Insurance Information (check one)

Parent/Guardian Provided Insurance Coverage for Participant

Participant Personal Insurance Coverage

Insurance Company: \_\_\_\_\_

Claims Address (Street, City, State, Zip Code) \_\_\_\_\_

Claims Phone #: (\_\_\_\_) \_\_\_\_\_ Policy #: \_\_\_\_\_

Group #: \_\_\_\_\_ Deductible: \_\_\_\_\_ Co-pay%: \_\_\_\_\_

Is your son or daughter covered under the above policy? Yes No

Does your insurance require pre-authorization for services? Yes No Phone # \_\_\_\_\_

Does your insurance require a second opinion for surgery? Yes No

Is your insurance a: PPO HMO Other: \_\_\_\_\_

Name of Provider Physician: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

AUTHORIZATION TO FILE UNDER PRIMARY PLAN (check one)

\_\_\_\_ I hereby authorize a claim to be filed on my behalf under the above medical insurance policy in the event an athletic injury is sustained by my son or daughter named above.

\_\_\_\_ My son or daughter carries his/her own health insurance policy.

To all physicians, medical professionals, hospitals, clinics, other health care providers, insurers, employers, group policyholders, insurance support organizations, and other persons who have information about the patient. I permit the release of any medical information about me to the Club Sports Office. This applies to all information about the diagnosis, treatment, or prognosis of any illness or injury I now have or have had in the past. I certify that all the information is true and correct to the best of my knowledge.

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*(parent signature required for all participants under 18 and those with insurance coverage through parents)*

# LIABILITY WAIVER FORM

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. ITS EFFECT IS TO RELEASE COLORADO STATE UNIVERSITY-PUEBLO, ITS GOVERNING BOARD, AND THE STATE OF COLORADO FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN THE ACTIVITIES DESCRIBED BELOW, AND TO WAIVE ALL CLAIMS FOR DAMAGES OR LOSSES AGAINST THE UNIVERSITY WHICH MAY ARISE FROM SUCH ACTIVITIES EVEN IF THEY RESULT FROM NEGLIGENCE.

RELEASE FROM RESPONSIBILITY, ASSUMPTION OF RISK, AND WAIVER

PARTICIPANT'S FULL NAME: \_\_\_\_\_

DATE OF BIRTH (MO/DAY/YR): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION OF ACTIVITY(IES): \_\_\_\_\_

DATE(S) OF ACTIVITY(IES): START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

Check one: CSU Pueblo STUDENT OR NON-STUDENT

DESCRIPTION OF ACTIVITIES: \_\_\_\_\_

INSURANCE INFORMATION (if applicable):

NAME OF INSURANCE CARRIER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

I, the undersigned participant, exercising my own free choice to participate voluntarily in the activities described above, and promising to take due care during such participation, hereby acknowledge that I have been informed of the nature of the activities and that I am aware of the hazards and risks which may be associated with my participation in the above-named activities, including the risks of bodily injury, death or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks, and waive all claims against the State of Colorado, The Board of Governors of the Colorado State University System, and Colorado State University-Pueblo, and other persons as set forth above. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage that I may sustain through my participation in normal or unusual acts associated with the above-named activities, regardless of whose fault may be the cause of my injuries or damages, EVEN IF CAUSED BY CARELESSNESS OR NEGLIGENCE, so long as the conduct which caused the injuries or damages was not grossly negligent, or willful and wanton.

Further, I hereby indemnify and hold harmless The Board of Governors of the Colorado State University System and Colorado State University-Pueblo, and their members, officers, agents, employees, and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, of any person who suffers any injury, disability, death or other harm, to person or property or both, as a result of my participation in and/or presence at the above listed activities.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release From Responsibility, Assumption of Risk, and Waiver.

I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Signature of Participant whose printed name appears above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness over 18 years of age (Participant must sign in the presence of the Witness)

If participant is under the age of 18, his or her parent or legal guardian must also sign:

I, (printed name) \_\_\_\_\_, am the parent or legal guardian of the participant who has signed above. I have read and I understand the provisions of this document, and acting on behalf of the participant, I consent to the participant taking part in the activities described above, and I fully enter into and agree to the above Release From Responsibility, Assumption of Risk, and Waiver as authorized pursuant to C.R.S. section 13-22-107.

\_\_\_\_\_  
Signature of Parent or Legal Guardian (date)

\_\_\_\_\_  
Witness over 18 years of age (Parent or Guardian must sign in the presence of the Witness)

# Colorado State University Pueblo Club Sport Membership Roster

Club Sport Name \_\_\_\_\_

Semester/School Year \_\_\_\_\_

I understand that my signature on this membership roster authorizes release of my academic records for the purpose of verifying team eligibility and is an acceptance of the Student Recreation assumption of risk and insurance certification

| Print Full Name | Signature | PID | Phone | Class Standing<br>(Fr., So., Jr., Sr.) |
|-----------------|-----------|-----|-------|--|
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |
|                 |           |     |       |  |