



CLUB SPORTS MANUAL

2023 - 2024

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GRAND CANYON UNIVERSITY

CLUB SPORTS MANUAL

ADMINISTRATIVE STRUCTURE

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VISION STATEMENT

Grand Canyon University Club Sports strives to provide a highly competitive and educational athletic outlet at the local, regionally and national level. The club sports program will serve GCU students who wish to gain knowledge, experience and discipline through sports.

COMMUNICATION

Email and text messages are the preferred way for communication between administrators and coaching staff. In-person meetings with administrators are to be held throughout the academic year. A valid phone number and email address is needed from all coaches, and athletes must have their contact information up to date at all times in ActiveWORKS.

LEAGUE CORRESPONDENCE

Coaches and or student leaders are responsible for maintaining timely and efficient communication with their respective conference/region/leagues. Correspondence should be channeled through a valid GCU email address, not a personal email account. It is the Head Coach's responsibility to be knowledgeable and operate within league rules and regulations.

CODE OF CONDUCT

Club coaches and athletes will acknowledge and abide by the GCU Student Handbook for all policies regarding conduct. Failure to follow these standards could factor into team and athlete eligibility. Students and coaches are responsible for representing the team in a manner consistent with Grand Canyon University Code of Conduct. It is expected that each team will abide by the GCU code of conduct and develop team goals that clearly communicate expectations. These goals will be reviewed by the Director of Club Sports.

ALCOHOL AND DRUG POLICY

Alcohol, tobacco, and any other illicit substances (including vaporizers) are not permitted on GCU athletic and recreational facilities during practice or events. Consumption of substances listed above on sanctioned trips is prohibited. Coaches, administrators, and or Student Life officials may level penalties for violation.

SPORTSMANSHIP

Grand Canyon University promotes good sportsmanship by student-athletes, coaches and spectators. Negative comments, profanity, racist, sexist or other offensive comments or actions directed at officials, student-athletes, coaches or team representatives will not be tolerated, and are grounds for ejection and possible suspension from practices/contests, and potential removal from the program.

STUDENT ATHLETE ELIGIBILITY

To participate in GCU Club Sports, student athletes must be registered on ActiveWORKS and medically cleared on Healthy Roster.

Students must be able to provide the following:

- Signed release of liability
- Current physical signed by licensed physician
- Proof of insurance valid in the state of Arizona
- Up-to-date emergency contact information

Additional eligibility guidelines may be required by the conference & league of individual club sports; student athletes will be required to adhere to these regulations to maintain eligibility.

INJURY PROTOCOL

Injury protocol policy pertains to all club events, including home and away games.

In the event of an injury, the following protocol must be followed by staff onsite:

- Contact Club Sports Athletic Training Staff (602) 639-7065 (if not already on site)
- Contact Public Safety (602) 639-8100 (if training staff unavailable)
- Public Safety is responsible for calling Emergency Services (9-1-1)
- Student athlete's emergency contact will be notified by staff member.
- Club Sports Director must be contacted immediately in the event of emergency injury at (602) 639-6117.
- * Injury Report must be filled out by the Club Sports Medicine Staff and submitted to Club Sports Administration by the end of the following business day.

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INJURY LIABILITY

- It is the responsibility of each individual athlete to evaluate the conditions of his or her own health in relation to the demand of the sport prior to registration.
- Off-campus injuries during competition should be treated by medical services provided at the site, or will be referred to the nearest emergency room.
- Student athlete's personal insurance is and will be the sole provider of coverage in the event of an injury.

GAME SCHEDULING

All schedules must be submitted by email to the Club Sports Scheduler (clubsportsscheduling@gcu.edu) for review at least 10 days in advance of game date.

Proper Submission MUST Include:

- Warmup & game start time
- Anticipated game end time
- Opponent(s)
- Preferred venue
- Other pertinent details e.g. doubleheader, tripleheader, scrimmage, etc.

FACILITY REQUEST GUIDELINES

Please submit all facilities requests to clubsportsscheduling@gcu.edu.

PROPERTY DAMAGE

- When hosting club sports events, the club team is responsible for setup and clean-up of materials/equipment used.
- Work order requests must be submitted to the game operations staff if special setup is required.
- All coaches and players are responsible for leaving the event space in a clean, orderly, and timely manner, which includes but is not limited to: ensuring the cleanliness of locker rooms, benches, and or any facility used.
- If property damages occur, the individual responsible or onsite administrator must file a report with Public Safety immediately (602)-639-8100.
- Inform the Director of Club Sports by sending an email description with the completed incident report attached.

VENUE SET-UP & CLEAN-UP

Facility requests must be electronically submitted to the Club Sports Scheduler and reviewed with the Game Operations staff with at least 14 days advance notice. The Club Sports Department may cancel any event due to unsafe/unplayable grounds, inclement weather, or excessive heat.

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VEHICLE REQUESTS

Club sports may request a vehicle if needed for travel. Driver must be a GCU Fleet-approved operator. Contact at Fleet@gcu.edu.

Requests for travel vehicles must be electronically sent through an Athletic Travel Request at least 21 days in advance. Mode of transportation selected should always reflect most cost-effective/efficient option.

TRAVEL

- Athletic Travel Requests must be completed at least 21 days in advance.
- Head coaches are responsible for participant's conduct during travel and are responsible to supervise team at all times.
- Athletes are required to meet the student code of conduct and any additional team or league rules.
- Alcohol and drug use is prohibited. This includes tobacco/vape products.
- Athletes may not travel if they do not meet eligibility requirements.
- All expenses must be accounted for by the head coach.
- * Coach and or student leadership is responsible for notifying Club Sports Medicine Staff to supply and maintain the team's medical kit for travel.

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Club Sports promotes safe travel for all participants. The procedures for travel include:

- Submit schedule and travel dates with at least 21 days advanced notice.
- Review dates and planning with Director of Club Sports for approval.
- Head coaches are responsible for submitting an itinerary to administrative at least 72 hours prior to departure.
- Itinerary must include: lodging address and phone number, daily schedule including game times, travel roster, mode of transportation and meal times.
- Coach must communicate to participants when participants are required to cover some or all of travel costs.
- Fundraising money may be used to cover some travel costs.
- Club Sports teams cannot compete without a coach or student leader present, unless otherwise approved by club sports administration.
- Players/coaches may make their own travel accommodations upon Club Director's approval, but must assume all legal and financial responsibilities from that point.
- Unauthorized travel may result in suspension of players and/or team.
- All participants will drive safely and obey all traffic laws.
- Any non-approved expenditure will not be reimbursed.

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CLUB DUES

- Dues are determined on a team-by-team basis based on costs associated with each program.
- Coaches must keep and maintain accurate rosters of the team and assist in collecting payments through the ActiveWORKS system.
- Dues will be used to offset costs associated with league fees, uniforms, athletic training, travel, and facility rentals and are non-refundable.
- Unpaid dues will result in consequences listed in the current payment policies located on gcuclubsports.com.
- Payment disputes must be submitted to clubsportsappeals@gcu.edu per appeals policies.

EQUIPMENT & APPAREL ORDERS

- All orders must be approved by Club Sports Administrator prior to purchase and must align directly to team needs.
- Quotes/invoices must be submitted to Club Sports Administrator within one business day after receiving it for payment process to commence.
- Companies not previously used by university must submit W-9 and other documents as needed to become an approved vendor.
- All orders and shipping will be directed to the Club Sports Department located on main campus.
- Shipments will be distributed to the appropriate Club Sports representative upon arrival.
- It is the head coach's responsibility to immediately inventory and distribute merchandise to rostered team members.

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RECRUITING & PROSPECTIVE STUDENTS

- Club coaches will work with GCU Enrollment to maximize recruiting efforts.
- Coaches are responsible for contacting athletes who have expressed interest in joining Club Sports within five business days.
- Coaches must submit filled out recruiting rosters - including notes on contact details.
- Coaches must post office hours and must be available to students during those hours.
- Attend recruiting events including Welcome Week, GCU Days, Discover Events, Preview GCU, Orientation, Club Fair, and Fly-In events.
- Coaches must present an accurate program outline— including dues, potential cost and clearance protocol.
- Coaches will conduct informational meetings annually, and coaches must send electronic request through clubsportsscheduling@gcu.edu.
- A facility request must be submitted to the club sports scheduler at least 21 days prior to informational meeting.

BUDGET PLANS

A budget plan for the year will be turned into the Club Sports Director.

Estimated Cost should include:

- Staffing
- League dues and fees
- Equipment
- Travel
- Uniforms and apparel
- Game operations
- Post season

GAME REPORTING

All scores and outcomes must be submitted by email and or text message to the appropriate representatives listed below:

- Club Sports Information Department
- Club Sports Director

Game information must be reported immediately and consistently.

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WEBSITE

GCU Club Sports website (gcuclubsports.com) updates will be submitted by the Club Sports Information Department. Coaching staff is responsible for contacting the Club Sports Information Department for any changes or updates needed.

The following information may be requested:

- New story ideas, game previews and recaps
- Photographs and bios
- Schedules/rosters
- Updated scores
- Recruitment

SOCIAL MEDIA

- GCU Club Sports Information Department will oversee management/execution of Club Sports programs' social media.
- All posts and promotions must go through the approval process with Club Sports Information Department. All social media usernames and passwords must be provided to Club Sports Social Media Department.

FUNDRAISING

Fundraising is a required component of the Club Sports Department as it supplements operational costs. All teams are required to participate in department wide fundraising campaigns. Each team's fundraising dollars will be allocated to that team's specific budget, unless otherwise specified. All teams are required to connect with the Club Sports Program Development Manager for any and all fundraising efforts.

COMMUNITY SERVICE

Each team is required to do one community service project. There are many activities on campus and within the communities around campus to participate in. Teams may be called upon to volunteer for GCU events such as CityServe, Feed My Starving Children, HopeKids, Harvest Compassion Center and other worthy non-profit organizations. Team members are expected to be active on campus and in the community to promote their club teams in a positive manner.

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NEW CLUB SPORTS TEAMS

CRITERIA & PROCESS

For a new sports team to be formed:

- Submit a written roster including name, student ID number, and contact information.
- Locate a league to join or create an independent schedule; compete against other colleges and universities for local, regional and/or national championships; provide information on the league, including current contact information, to Club Sports Director.
- Appoint a supervisor who is appropriately trained and/or certified in the sport.
- Create a business plan, including all projected expenses.
- Create a facility usage plan.
- Operate within the boundaries of sound risk management as determined by the Club Sports Director.
- Become familiar with the information in both the university's Student Handbook and the Club Sports Program Manual.

NEW CLUB SPORTS TEAMS

CRITERIA & PROCESS

The GCU Club Sports administrative staff will support any effort to form a new Club Sports team that fits within the mission of the university.

- Schedule a meeting with the Director of Club Sports.
- Review the list of interested participants, a yearly budget plan, a yearly practice plan and prospective schedule with the Director of Club Sports.
- Any non-GCU student will be required to pass a background check prior starting any coaching or attending events with students.
- Funding during the probation period will be through club sports dues and fundraising.
- The team will participate in a minimum one-year probationary period. During the probationary period, the new team will be expected to demonstrate understanding of all policies pertaining to the Club Sports program. When the club team has proven itself viable, the team may be eligible to receive some funding, website inclusion, and additional administrative support to promote further growth.