



SDU™

CLUB SPORTS

2025-2026 MANUAL

 **TABLE OF CONTENTS**

ADMINISTRATIVE STRUCTURE	3
VISION STATEMENT.....	4
COMMUNICATION	4
LEAGUE CORRESPONDENCE	4
CODE OF CONDUCT.....	4
ALCOHOL AND DRUG POLICY.....	4
SPORTSMANSHIP AND STUDENT ATHLETE ELIGIBILITY	5
INJURY PROTOCOL.....	5
INJURY LIABILITY.....	6
GAME SCHEDULING	6
FACILITY REQUEST GUIDELINES	6
PROPERTY DAMAGE.....	6
TRAVEL.....	7
VEHICLE REQUESTS	8
DUES	8
ORDERS AND EQUIPMENT.....	8
RECRUITING AND PROSPECTIVE STUDENTS.....	8
BUDGET PLAN.....	9
GAME REPORTING	9
WEBSITE	9
SOCIAL MEDIA	9
FUNDRAISING	10
COMMUNITY SERVICE.....	10
STARTING A NEW CLUB SPORTS TEAM.....	10

 **ADMINISTRATIVE STRUCTURE**

DANIEL NICHOLS Director of Club Sports	Phone: 602-639-6117 Email: Daniel.Nichols@gcu.edu
MARK NELSON Assistant Director	Phone: 602-639-7900 Email: Mark.Nelson@gcu.edu
AISLINN WHITEHEAD Assistant Director	Phone: 602-628-1372 Email: Aislinn.Whitehead@gcu.edu
BEN CANFIELD Development Manager	Phone: 602-639-8219 Email Ben.Canfield@gcu.edu
JIM HOWELL Sports Information & Media	Phone: 602-639-6624 Email: Jim.Howell@gcu.edu

 **VISION STATEMENT**

Grand Canyon University Club Sports provides a highly competitive and athletic experience at the local, regional and national level. Our department serves GCU students looking to gain knowledge, experience, and discipline through collegiate sports.

 **COMMUNICATION**

Email and text message is the preferred method of communication between administrators and coaching staff. In-person meetings with students, staff, and administrators are scheduled throughout the academic year and summer as needed. Student-athletes, Coaches, and Staff must provide a valid phone number and email address while associated with GCU Club Sports.

 **LEAGUE CORRESPONDENCE**

Coaches and/or student leaders are responsible for maintaining timely and efficient communication with their respective conference, region and/or league representatives. Correspondence should be channeled through a valid GCU email address. The head coach is responsible for operating 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 policies that clearly communicate expectations.

 **ALCOHOL AND DRUG POLICY**

Alcohol, tobacco, and any other illicit substances (including vaporizers) are not permitted on GCU athletic and recreational facilities during practices 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 AND STUDENT ATHLETE ELIGIBILITY

To participate in GCU Club Sports, student-athletes must be registered on ACTIVE Works 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 of individual club sports teams. Club sports teams and student-athletes will be 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.

INJURY PROTOCOL

Injury protocol policy pertains to all club events and practices.

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

- 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) 370-2339.
- *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.*

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 for review at least 21 days in advance of game date.

Proper Submission MUST Include:

- Warm up & Game start time
- Anticipated game end time
- Opponent(s)
- Preferred venue
- Other pertinent details e.g. Doubleheader, location, scrimmage, etc.

FACILITY REQUEST GUIDELINES

Facility requests must be electronically submitted to the Club Sports Scheduler and reviewed with the Game Operations staff with at least 21 days advance notice. The Club Sports Department may cancel any event due to unsafe/unplayable grounds, inclement weather, or excessive heat.

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 any facility used in a clean, orderly, and timely manner.
- If property damages occur, the onsite administrator (or responsible party) must file a

report with Director of Club Sports ((602) 370-2339) and Public Safety ((602) 639-8100).

TRAVEL

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

- Review dates and planning with Director of Club Sports for approval.
- Coach must notify participants if travel costs are not covered.
- Prior approval is needed if fundraising is to be used to cover costs.
- Submit travel request with at least 21 days advanced notice.
- Head coaches are responsible for submitting an itinerary to administration at least 72 hours prior to departure.
- Itinerary must include: lodging address and phone number, daily schedule including game times, mode of transportation, mealtimes and travel roster.
- Head coaches are responsible for participants' conduct during travel

and must always supervise team.

- 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.
- 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.
- Unauthorized travel may result in suspension of players and/or team.
- It is expected that all participants will drive safely and obey all traffic laws. Driving should be avoided between midnight and 4AM.
- Non-approved expenditures CANNOT be reimbursed. This includes

student expenses.

 **VEHICLE REQUESTS**

Club Sports may request a vehicle if needed. Driver must be a GCU Fleet-approved operator. Contact 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.

 **DUES**

- Dues are determined by operational expenses associated with the team.
- Coaches must keep and maintain accurate team rosters and assist in collecting payments through the ACTIVE Works system.
- Dues will be used to offset costs associated with league fees, uniforms, athletic training, travel, and facility rentals and are non-refundable.
- Student-athletes with an unpaid balance will NOT be allowed to participate.
- Payment disputes must be submitted according to appeals policy listed on gcuclubsports.com.

 **ORDERS AND EQUIPMENT**

- Equipment must be approved by Club Sports Director prior to purchase and must align directly with team needs.
- All orders and shipping will be directed to the Club Sports Department located on main campus.
- It is the head coach's responsibility to immediately inventory and distribute merchandise to rostered team members.

 **RECRUITING AND PROSPECTIVE STUDENTS**

- Club coaches will work with enrollment to maximize recruiting efforts.
- Coaches are responsible for contacting athletes who have expressed interest in joining Club Sports within 24 hours.
- Coaches must submit completed recruiting rosters upon request.
- Coaches must post office hours and must be available to students during those hours.
- Coaches will conduct informational meetings within 14 days of the first day of school.

 **BUDGET PLAN**

A budget plan for the year will be turned into the Director of Club Sports. Estimated cost should include:

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

 **GAME REPORTING**

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

- Sports Information Manager
- Operations Coordinator
- Club Sports Director

Game information must be reported immediately and consistently.

 **WEBSITE**

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

The following information may be requested:

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

 **SOCIAL MEDIA**

Social media featuring Club Sports programs will be executively managed by GCU Club

Sports Information Management.

All posts and promotions must go through the approval process with Club Sports Information Manager. All social media usernames and passwords must be provided to Club Sports Social Media Manager.

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 Development Manager for all fundraising efforts.

COMMUNITY SERVICE

Each team is required to do one community service project. Teams may be called upon to volunteer for GCU events such as Welcome Week, Move-in/Move-out, club tournaments and clinics. Team members are expected to be active on campus and in the community to promote their club teams in a positive manner.

STARTING A NEW CLUB SPORTS TEAM

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

- Student interest will be recognized by submitting a written roster including name, student ID number, and contact information.
- A league to join or ability to create an independent schedule, competing against other colleges and universities for local, regional and/or national championships.
- A supervisor who is appropriately trained and/or certified in the sport.
- A business plan, including all projected expenses & facility usage plan.
- Operate within the boundaries of sound risk management as determined by the Director of Club Sports.
- Provide information on the league, including current contact information.
- Abide by Student Handbook and the Club Sports Program Manual.
- The team will participate in a one-year probationary period and will be expected to demonstrate understanding of all policies pertaining to the Club Sports program.

- Funding will be through club sports dues and fundraising.
- The team may be added to the website after the trial period.