

**EASTERN MICHIGAN UNIVERSITY
RECREATION/INTRAMURAL
CLUB SPORTS
HANDBOOK
2010/2011**

DIVISION OF STUDENT AFFAIRS/ ENROLLMENT MANAGEMENT

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INTRODUCTION

Nature of Club Sports

Club Sports have been in existence since the early 1800's. Eastern Michigan University Club Sports continue the long standing tradition of student developed and student led clubs. Most importantly, Club Sports at EMU are a student organization derived and sustained through the leadership and interest of students.

These student organizations are established to promote and develop the interests and skills of members in a particular sporting activity. Due to the diversity of students' interests and skills, EMU Club Sports offer many unique opportunities to the student body. Generally, Club Sports fall into three categories: instructional, recreational, and competitive. An instructional Club Sport helps enhance or teach a particular sporting activity. A recreational Club Sport acts primarily as a social outlet for club members and allows them to gather and participate in a particular sporting activity. Competitive clubs allow students to continue to play and develop their skills in a sporting activity at a competitive level. These competitive clubs usually belong to leagues or associations, competing in matches or tournaments with other universities.

Funding is allocated to club sports and other student organizations by EMU Student Government. Petitions for funding are on-going as long as funds exist. The EMU Student Government Business and Finance Committee meets every two weeks. Applications for funding can be initiated through the Student Government website and must be brought to these meetings.

EMU Club Sport's Mission Statement

The mission of a Club Sport at EMU is to provide opportunities in participation, leadership and competition in the desired activity of choice. Assistance is provided to individual a Club Sport by the EMU REC/IM Department in the form of facility space, department resources, on-campus contact information, and more. The journey, not the destination, defines the success of each Club Sport. Experiences gained in practices, competition and administration of each individual club provide the fabric of learning beyond the classroom.

Consent to Participate

Eastern Michigan University and the REC/IM Department are not responsible for any injury or property loss incurred by a participant, instructor, volunteer, or coach in the club sport program. Each participant is strongly urged to have an annual physical exam and to carry personal health and accident insurance through their own or their parent's plan, or the participant may purchase insurance coverage through Eastern Michigan University. In addition, all participants are required to sign a release form (see last page of this booklet) that notifies them of possible hazards involved with club sports participation.

Club Sport Team Relationship to EMU

Club Sports are voluntary student organizations of Eastern Michigan University, which must be recognized annually by the University, qualifying them for use of facilities and/or funding. Student organizations, including Club Sport teams, are NOT agents of the University, and have

no authority to represent the institution or commit to any contract on behalf of the University without prior explicit written approval from the Club Sports Office within the Rec/IM Department.

How to Register As a Club Sport

Procedures for NEW Clubs

Existing club sports or student organizations may not be duplicated. The Club Sports Office reserves the right to refuse recognition to any clubs requiring extensive University funding and/or resources and/or any clubs involving high liability or risk factors which cannot reasonably be overseen by the club and Club Sports Office staff. Availability of facilities, equipment, funding, regional competition, and an overall contribution to the University community may also be considered when evaluating new club requests.

1. Contact and schedule an appointment with the Club Sport Office to discuss new club ideas. Fill out preliminary paperwork on budget, personnel, and facility needs.
2. Receive annual approval through Campus Life, located on the 3rd floor of the Student Center in the Center for Student Involvement. Current requirements include having a minimum of five (5) currently registered EMU students, submitting a constitution and by-laws, and having an EMU faculty/staff advisor.

Annual Procedures for All clubs

1. To be recognized, a club must have and maintain a minimum membership of five EMU students.
2. All clubs must have an EMU faculty/staff member as their advisor.
3. In order to be a recognized student organization with Campus Life, new and existing Club Sport teams must complete an annual recognition process online via the EMU Student Organizations Web Portal, including current membership by at least five actively involved EMU students plus any changes made in the past year to constitution and by-laws.
4. Student organizations which plan to function as a Club Sport are also required to file specific information forms with the Club Sports Office.
5. These forms must be completed prior to the recognition and registration processes mentioned in the preceding paragraph. Please refer to the president's responsibilities in the "Club Sports Roles" section of this handbook.

CONSTITUTION GUIDELINES

A constitution is the basic framework of an organization. It should state the purpose, and indicate the number of officers, requirements for membership and other general policies which might be subject to frequent change. A well written constitution should provide all necessary information in brief and concise form. References for further assistance are in the Office of Campus Life, Robert's Rules of Order and Sturgis, Standard Code of Parliamentary Procedure. Because each Club Sport is a student organization, and as such, is separate from and not a part of

Eastern Michigan University. All contractual arrangements made for competition or any other purpose must be made in the name of the Club Sport and not in the name of Eastern Michigan University or the Rec/IM. EMU will not assume any debts or liabilities incurred by a Club Sport team.

CLUB SPORT ROLES

Student Participant

Club Sports are student initiated and student controlled activities that offer opportunities for students to become directly involved in the leadership and administration of their respective club. In addition to being able to continue participation or learn a new sport activity, students are also in charge of supervision of the club and can actively take part in the management of each club. Collectively, they have responsibility for: writing their club's constitution and by-laws; determining the membership requirements; establishing their dues schedules; selecting their club's advisor; establishing the duties of their officers; selecting their coach; and developing and administrating their club budget. Students may also take direct leadership positions as an officer of their respective club. The effectiveness and success of each club depends on the dedication of the students involved.

Club President

It is the responsibility of each club president to promote and coordinate their club activity on campus and to work with those University officers that assist in accomplishing the purpose of the University.

In addition to the duties of the president as outlined in the club constitution, each club president is responsible for the delegation (to other members) and completion of the following requirements:

1. Serving as the liaison between the club and the Club Sport Office.
2. Revising and maintaining constitutions from year-to-year. Any modifications of a constitution should be properly executed through leadership of the president.
3. Educating club members and operating the club, and complying with the contents of the Club Sport Handbook and the club's constitution.
4. Obtaining a club sport advisor.
5. Filing a current roster with the Club Sport Office .
6. Completing annual recognition processes at Campus Life.
7. Making certain that a representative of the club attends Club Sport Office meetings to give and receive club updates. Missing three meetings will result in the loss of practice time in REC/IM facilities.
8. Keeping all required paperwork current in the Club Sport Office (late information may result in loss of practice time in REC/IM facilities.) See required paperwork chart in appendix.
9. Responding to weekly emails sent out to all clubs.
10. MEETING FINANCIAL OBLIGATIONS incurred by the club.

11. Informing the next club president of the routines and guidelines for operation of each club prior to the next president's assumption of duties. All paperwork, budgets and correspondence pertaining to the club from the past year should be passed on.

NOTE: The advisor will be notified of any club president that does not fulfill these specific responsibilities. Subsequent action may also be administered by Student Conduct and Community Standards.

Coach/Instructor

Club Sports teams at EMU are encouraged to operate with the services of a coach or instructor, made up of students, graduate assistants, faculty/staff members, or members of the community.

Note: only club sport teams with a coach are eligible for General Education Learning Beyond the Classroom credit for their members. A coach of a Club Sport team assumes considerable responsibility, and they should understand the following:

1. The coach must maintain the philosophy of student development and allow the students to take on as much responsibility in the administration of the sport as possible.
2. The coach may assist club officers in scheduling practices and games, but paperwork should be completed by the officers of the club.
3. The coach should be experienced and knowledgeable in their respective sport (training, strategy, etc.).
4. The coach is encouraged to attend all practices and games in order to fulfill their commitment to the club sport, and assumes control of Club Sport activities during times related to coaching decisions.
5. The coach should aim to develop and improve the skills of Club Sport members.
6. The coach should maintain a philosophy which promotes fair play and conduct both in and out of competition among all sport members.
7. The coach must be aware of their actions while serving in an official coaching capacity, as well as in a social setting. Excessive socializing, or even dating team members can be considered inappropriate and destructive to team morale and cohesion. Such behavior is strongly discouraged.
8. The coach must be aware of health and safety requirements of the sport activities, including the inspection of sports gear and reporting of hazardous facility conditions to the Club Sport Office when necessary. It is highly desirable for at least two members of the club to be certified in CPR and first aid.
9. The coach should be aware of emergency procedures relating to the facility at which the sport conducts its activities.
10. The Club Sport Office does not pay any Club Sport coaches using University funds.
11. Any coach needing access to the REC/IM for practices or games must be registered into our membership base system for access to the facility.

It is the responsibility of each sport to secure the services of a coach, if so desired. All coaches must be approved by the Director of Club Sports, who may also dismiss a coach, if necessary. If coaching services are secured, the following is required of said club:

1. Completion and submitting of a coaching profile to the Club Sport Office.
2. Completion and submitting of a club sport/coach agreement to the Club Sport Office.

Club Advisor

Each sport advisor is chosen by the members of the club itself. In all instances the advisor must be accepted by the club based on their constitution, and then approved by the Director of Club Sports. The advisor must be an EMU faculty/staff member, or graduate assistant.

The advisor should attend the meetings of the club, as this puts them in a better position to understand and assist the group in providing direction and helping to maintain continuity in club programming. Other important responsibilities of the advisor include: the approval of the club's annual budget, the general approval of the program for the organization, the signing of contracts on behalf of the club as a separate entity from Eastern Michigan University, requesting forms, semester report forms, disbursement vouchers for travel, serving as a source of information, maintaining club records, and the counseling of individual members. Student organization advisors are Campus Security Authorities as defined by the Clery Act. As such, they are required to complete training on this responsibility and be willing to report crimes against students to the Department of Public Safety at EMU. Advisors may also grant credit for General Education Learning Beyond the Classroom credit to general membership of coached club sport teams under LBC group 1, and to executive board members of any club sport team under LBC group 2.

Advisors should participate without domination by facilitating student development opportunities. They should always serve and advise, not sit in judgment. Advisors are most helpful when they use mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective and realistic.

Club Sport Staff

The Director of Club Sports serves as the official representative of the REC/IM department at EMU. Other staff members may assist in the supervision of Club Sports.

ELIGIBILITY AND CONDUCT INFORMATION

Eligibility

1. Regular membership in Club Sports is open to currently enrolled undergraduate and graduate students in good academic standing (see "Eligibility" section for details). High school students enrolled in the ECA program are not allowed to practice or participate with any club. Admission is voluntary and open to all eligible students regardless of race, color, religion, sex, age or national origin.
2. Club members must be currently enrolled EMU students, faculty/staff or REC/IM members; however, Campus Life's policy regarding student orgs requires that non-EMU members are allowed as long as 75% of the org membership are currently enrolled EMU students. Club members must also adhere to the criteria of any league or organization that they may be a member of. The criteria of those leagues may curtail the participation of a club to currently enrolled EMU students only.
3. Former collegiate varsity players are eligible for clubs, based entirely on club, league and national association guidelines.
4. Club members are eligible for all intramural sports.

5. High school students enrolled in the ECA program are not allowed to practice or participate with any club.
6. Any GPA minimum requirement may come from league or association of said club.
7. The president and treasurer should be EMU students in good standing academically and judicially with EMU.

Expected Conduct

1. Club Sport members are expected to function in a mature and responsible manner, on and off campus, in all club related activities (in accordance with the club), their club constitution, and the Student Conduct Code. Club Sport members may face disciplinary action for inappropriate behavior (hazing, etc.) while representing Club Sports at EMU. Disciplinary action may result in revocation of recognition as a club sport and additional disciplinary action may be deemed appropriate by the Director of Club Sports, Campus Life, or Student Conduct and Community Standards. The Student Conduct Code document describes additional participant behavioral expectations.
2. Spectators are welcome, but do not have privileges to utilize the facility activity areas.
3. University and Michigan laws concerning alcohol specifically prohibit the purchase, consumption, or furnishing for consumption of intoxicating liquors in public places, except where explicitly authorized. Clubs who allow alcohol to be present or consumed at practices or games are subject to disciplinary action.
4. The use or distribution of drugs, except for established medical purposes determined by prescription from a doctor, is prohibited.

Club Suspension

Suspension may result in the loss of facility usage for an appropriate period of time as determined by the Director of Club Sports, Campus Life, or Student Conduct and Community Standards.

1. Failure to file appropriate paperwork as included under the president's responsibilities, as per listed by due dates, may have sanctions levied before a suspension.
2. Use of ineligible players.
3. Unauthorized use of facilities.
4. Student Conduct Code violations (hazing, etc.).

While not all violations will be listed here, HAZING is considered a major violation, and will be dealt with as such. *The EMU community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing encompasses any action which does not promote the positive development of an individual, which inflicts or intends to cause physical or mental harm or anxieties, and which demeans, degrades or disgraces any person regardless of location, intent or consent of participants.*

Player Suspension

Club Sport members are expected to adhere to a high standard of conduct which reflects a positive image of their club sport, the Club Sport Office and EMU. Any club member who fails

to adhere to the policies, as stated by the Student Conduct Code, or whose behavior damages the club sport will be suspended from further participation for a period of time as deemed appropriate by the Director of Club Sports or Student Conduct and Community Standards office.

SUPPORT SERVICES PROVIDED

Office Resources

1. Club Sport Mailings: Each club is offered a mailbox in Campus Life; if a club sport team elects to make use of this mailbox, it must be cleaned out at least monthly. Also, incoming mail may be addressed to REC/IM Dept, 100 Olds/Robb, EMU, Ypsilanti, MI 48197, attention to the specific club involved. Faxes may be sent and received in the REC/IM main office. The fax number is 734-484-1150.
2. Club Sport Forms: All required forms will be supplied by the REC/IM office. If copies of forms or other paperwork are needed, copies can be made by visiting the REC/IM office and having a staff member make copies.
3. Assistance in Scheduling Facilities: Game and practice facilities may be sought from the Director of Club Sports. All clubs are encouraged to discuss usage of indoor and outdoor space for contests and practices. The areas utilized will not always come under the auspices of the REC/IM Dept. Please plan ahead for practice and contest space needed; hosting competitions on EMU's campus requires that the facility/space be requested at least 30 days in advance of the competition.
4. Web Presence: Every recognized student organization is required to maintain an up to date and active presence on the EMU Student Organizations Web Portal (www.emustudentorgs.com). Team information may be listed on the REC/IM website with anything related to Club Sports. There are some clubs that have established their own web site.
5. Scheduling Assistance: Web sites for many campus recreation depts. across the country can be found by visiting: www.nirsa.org/source/members/vendors/insmb_roster_2.cfm

Clubs can reduce costs by locating and using email addresses when attempting to schedule contests with other institutions.

Publicity Sources

Student organizations are expected to comply with the Student Organization Poster/Flier policy; this policy can be found on the Campus Life website under student organizations. Many marketing and publicity opportunities for student organizations can also be found at this website. The Club Sports office within the REC/IM Dept can assist each club sport with publicizing its events. Areas within the REC/IM center can be utilized, as well as other areas on campus.

- REC/IM facility has message boards in lobby areas and fitness room.
- Message boards across campus can be accessed by each club.
- The Eastern Echo can be utilized as media access by clubs.
- Message boards are available for information dissemination in residence halls.
- Radio station (WEMU and WQBR) can be utilized to reach the campus community.

FINANCIAL AFFAIRS

Funding Criteria

1. The Club Sports Office does NOT supply any financial funding to any Club Sport. Funds can be petitioned from Student Government beginning Sept. through March. Funding is available on a first come, first served basis throughout the academic year.
2. Funding allocated by Student Government is deposited into an agency fund account designated to each club or organization. Approval by at least two authorized signers is required for all purchases and payments made from the club's designated account. Club approved purchases and payments can be made from that account by issuing a University check or transfer of funds to reimburse credit card purchases made by the REC/IM Dept on behalf of any/all clubs. Refer to the Student Organization Procedures for Managing Money document available on the Campus Life website <http://emich.edu/campuslife/student-organizations/manage-an-org> or in the Accounting Office in 201 Hover. If approval is not received prior to purchase, club participant/purchaser will be legally responsible for payment of any/all non-approved purchases. NO EXCEPTIONS!
3. Revenue, Donations and Dues: Each club may assess membership dues to club participants. Donations and sponsorships from the community have been used in the past by individual clubs to offset expenses not covered by funding from Student Government. Off-campus checking accounts can be utilized for these types of funding. The treasurer of each club should have detailed accounting of transactions. There should be two signatures required on this type of account. A detailed accounting of revenue and expenses should be conducted at the end of each season and provided to team members and the Club Sports Director.

Sponsorship: Any sponsors obtained by each club must be approved by the Director of Club Sports. Sponsors marketing alcohol, tobacco and or drugs are not acceptable.

EMU Logo/Trademark/Sponsor on Uniforms or Printed Literature: All clubs must adhere to University policies regarding use of University trademark characters or verbage. Please follow link for student organization use of EMU logo and trademark usage:

http://www.emich.edu/policies/chapter4/4-6_policy.pdf

FACILITY RESERVATIONS AND USAGE

Organizations that utilize University facilities must assume responsibility for enforcing these regulations among members and guests of their organization. Failure to observe the following rules and regulations will likely result in financial penalties and or forfeiture of the right to use University facilities.

Facility Scheduling

Clubs may reserve appropriate activity areas for their practices, contests or meeting areas. The REC/IM Department has indoor practice space in the Utility Gym and four basketball courts.

Outdoor space is available behind Fletcher School and the REC/IM Softball Complex. These spaces may be reserved through the REC/IM office, 734-487-1338.

Bowen Fieldhouse and Rynearson Stadium need to be reserved through the EMU Athletic Department, following their guidelines. Contact 734-487-1050.

The Convocation Center is the contact for any utilization of the Bubble (indoor practice field) on West Campus. Follow link: <http://www.emich.edu/convocation>

The Warner Gymnasium has space reserved by the HPHP Dept. (One open gym, plus the gymnastics area.) Please contact the HPHP Dept. at 734-487-0090 to utilize this space.

Meeting space is available in the Student Center and the REC/IM facility. Please contact the facility director in the REC/IM, 734-487-1338 or the Event Planning Office in the Student Center, 734-487-4108.

Facility Cancellations

In event of a change of schedule or failure to play or meet, Club Sports must give advance notice of any facility cancellations to the respective facility coordinator. Clubs should follow each facility's policy on how to give proper cancellation notice.

Outdoor Facilities

The primary functions of the outdoor facilities are to serve the needs of students. In the interest of maintaining fields and outdoor facilities in proper and safe conditions, the following guidelines are to be followed by those using the fields.

1. All persons and organizations using University facilities are expected to leave the facilities in the same or better condition than they found them. This includes returning equipment to its proper place and removal of all trash and debris.
2. Visiting teams may be permitted showering and dressing privileges with use of lockers and showers when available. Towels and locks will NOT be provided.
3. All field spaces are to be utilized as is, with prior authorization, from the facility director.
4. Individuals and clubs may NOT sell food or drinks at any event. Club-purchased, pre-packaged individual servings of beverages/snacks may be provided at no cost to players on the field.
5. No transportation equipment/vehicles of any kind are permitted on the fields. Any damage incurred will be paid for in full by the person or organization responsible for the activity.
6. Due to the expense and possible safety issues, WEATHER and turf conditions become reasons for postponement of contests and practices. When conditions exist such that playing on grass fields may damage the turf, caution must be taken to err on the safe side to keep the turf available to the multiple clubs that utilize the field space. Club Sports are expected to use their best judgment when faced with this type of weather. If damages occur, the person(s) who caused the damage will be held financially responsible, with appropriate sanctions taking place.
7. Possession and consumption of alcohol is prohibited at all outdoor facilities.

8. All pets should be controlled and cleaned up afterward.

Indoor Facilities

1. All persons or organizations using the University facilities are expected to leave the facility in the same or better condition than when they arrived. This includes responsibility for returning equipment to its proper place and removal of all debris. If excessive maintenance services are required, or if any damages occur, the organization or individual responsible for the activity will be billed.
2. In addition to the following guidelines, all facility rules must be adhered to by location.
3. Smoking is prohibited in any facility, period!
4. Possession or consumption of alcoholic beverages is prohibited in all University facilities. Individuals and groups MAY NOT sell food or drinks at any indoor/outdoor facility. Club-purchased, pre-packaged individual servings of beverages/snacks may be provided at no cost to players.
5. Spectators are permitted only in designated seating areas and have no usage privileges.
6. Dogs and other animals are not permitted in any campus facility unless their services are medically required.
7. Willful destruction or abuse of University property will result in appropriate sanctions by Student Conduct and Community Standards.

TRAVEL REGULATIONS GUIDELINES

Scheduling Considerations

1. Clubs should attempt to combine matches into a geographical area to minimize expenses.
2. Confirming game details with opponents in the form of a written contract is recommended.
3. In the event of a cancellation or rescheduling of a trip, please notify the REC/IM Office.

Use of Private or Rental Vehicles

EMU has three 12 passenger vans available in the Physical Plant. All organizations must adhere to the University guidelines, as well as all drivers must take and pass an online van driver training program. Multiple drivers should be available for any trip taken over 100 miles.

No driver may drive a rental vehicle without first being cleared by the Physical Plant. The Physical Plant has the final responsibility to make sure their driver's license is valid (through HR) and that they pass the Risk Management online van driver training program. The following guidelines must be met before renting a University vehicle:

1. Driver(s) must have a State of Michigan chauffeur's license.
2. Driver(s) must take license to Pat Henry in Human Resources, 140 McKenny Hall. Telephone: 734-487-3430. Pat Henry will then check with the State to make sure driver's license is in good standing. No points on license allowed.

3. All potential drivers must send Karla Gower an email requesting driver approval, Physical Plant, 734-487-2496, (kgower@emich.edu). Driver will receive a return email with a link to the Risk Management online van driver training program.
4. Once Karla Gower, Physical Plant, receives confirmation of driver's license approval from Human Resources and passing of online van driver training test from Risk Management, they will then be eligible to drive the vans and make reservations.

Club Sports must have an approved travel roster and itinerary form turned in prior to trip.

Travel by Club Sports whether in private or rental vehicles, is governed by the following:

1. Club Sport members who do not have release forms and emergency medical information forms on file in the Club Sports Office are not eligible for trips.
2. When using personal/private vehicles, drivers should be aware that their own insurance will be considered primary in the event of accidents and injuries to vehicle or people. Eastern Michigan University does NOT provide insurance coverage and will not accept financial responsibility in such cases.
3. When a personal vehicle is used, the vehicle owner must maintain automobile liability insurance in an amount sufficient to cover any related property or liability loss and be responsible for their own personal deductible charges. The University is NOT responsible for any increase in premium under the owner's policy as the result of an accident.
4. Before driving any rented passenger van, all drivers must take and pass the Risk Management online van driver training program. Once taken, the test is valid for all remaining years at EMU. Contact the Physical Plant at 734-487-2496 for access to the training.
5. In their use of vehicles, Club Sport members are expected to comply with all State and federal rules and regulations governing the use of vehicles. The number of travelers must not exceed the number of seat belts. The use of seatbelts is required for all travelers.

HEALTH AND SAFETY

State and Local Laws

All clubs are expected to abide by all federal, State and local health and safety regulations. In addition, clubs are expected to be familiar with regulations which might be relevant to their particular sport and to conduct regular safety training for club members.

Personal Insurance and Physical Exams

Eastern Michigan University and the REC/IM Department are in NO WAY responsible for any injury or property loss incurred by a participant, instructor, volunteer or coach in the Club Sport program. It is **STRONGLY RECOMMENDED** that all Club Sport members have an annual physical examination. In addition, each participant is strongly urged to carry personal health and accident insurance coverage purchased through the University, their parents, or their own plan. In particular, participants should make certain their policy covers them during Club Sport travel, practice, competition or other club related activities.

All participants are required to complete a registration form (see last page of handbook), which includes signing an acknowledgement of participation and release of responsibility/liability statement, before practicing or playing; this form advises them of possible hazards involved with club sport participation.

Personnel

For all home competitions an individual certified in CPR and first aid must be provided at the expense of each club. It is advisable for the club to document the individual certified and their attendance/participation at home events. In the case of a player fulfilling this requirement, there needs to be multiple players with this certification on site. In the case of away contests, it is recommended that the clubs attempt to have the host site have their trainer accessible to the visitors.

All first aid supplies used will be provided by each club team. A list of recommended supplies can be obtained from Snow Health Center or the REC/IM Dept. The first aid supplies must be on-site during all practices when utilizing outside field space or indoor space NOT supervised by the REC/IM Dept. Should an accident/incident occur, it must be reported by completing the appropriate form provided by Rec/IM Department to all clubs.

Weather and Cancellations

All cancellation decisions should be based on facility playing conditions, weather forecasts and the safety of players, spectators and officials, as well as the preservation of facilities for further future use. Under most circumstances, the following are recommended safety guidelines to follow during specific weather conditions:

Tornado or Thunderstorm “WATCH”	Play with caution or postpone play.
Tornado, Thunderstorm, Winter Storm Or Flood “Warning”	Cancel or postpone play-- move to safe area immediately.
Lightning detected near playing area.	Cancel or postpone play (wait at least 20 minutes after last visible lightening to resume play.)

Clubs should have access to radio, TVs, internet or smart phones with appropriate applications for weather updates during practices and contests.

EMERGENCY PROCEDURES

Emergency Telephone Numbers

Emergency	911
Campus Police	734-487-1222
REC/IM Dept.	734-487-1338
Lou Gianino	734-368-1047

The REC/IM facility is staffed with personnel qualified to provide assistance. If the emergency occurs at an outside field space, your first call is to EMU campus police. Provide accurate information as to the nature of incident, the location, the phone number you are using. Do NOT hang up; stay on the line until assistance arrives.

There are three levels of respondents needed to smoothly complete the handling of a medical emergency:

1. The Primary Respondent – first person at the scene or the respondent with the highest qualifications. Primary respondent’s responsibilities:
 - Ensure safety of the environment for the victim and respondents.
 - Administer appropriate care.
 - Call for HELP verbally.
 - Give necessary information to secondary respondent if one is present.
 - Do not leave the victim’s side unless necessary to go for help.
 - Complete an injury/accident report.
2. The Secondary Respondent – this person may be either the person who responded to the primary’s call for HELP or another original respondent.
3. EMERGENCY MEDICAL SERVICES (EMS responsibilities)
 - Take over responsibilities as per their qualifications.
 - Collect relevant data.
 - If necessary, transport victim to hospital.

The safety of everyone is of paramount importance. All Club Sport programs involve inherent risks, and must be properly monitored. Club Sport participants should be aware that involvement is entirely voluntary and personal insurance is the responsibility of the INDIVIDUAL. It is the duty and responsibility of each club to minimize the risk of injury during all club sport activities.

All Clubs will be required to fill out a Club Sports Special Events Request Form to determine risk in regards to practice, dual meets, or competitions. This form will help categorize the level of risks and any insurance coverage needed by each club regarding practice, dual meets, or competitions.

When an injury occurs, regardless of severity, during any club activity (practice or game), at home, or away, an appropriate Accident/Injury Report form must be fully completed and submitted to the REC/IM office within 48 hours for weekday events, or by Monday morning for weekend events. When an event is hosted by an EMU club, an Accident/Injury Report form should be completed for any person injured, which should include the following:

- Full name, address and phone number of injured party.
- Date, time, type and cause of injury, plus location of occurrence.
- First aid treatment given, and by whom, with their signature.
- Events leading to occurrence of injury.
- After any type of emergency situation has occurred, immediately contact the REC/IM Dept. (734-487-1338) and inform them of the situation.

EASTERN MICHIGAN UNIVERSITY
RECREATION/INTRAMURALS
CLUB SPORT REGISTRATION
AND RELEASE OF LIABILITY FORM

NAME: _____ DATE: _____

ADDRESS: _____

CELL/HOME PHONE: _____ WORK PHONE: _____

STUDENT EID #: _____ BIRTH DATE: _____

STATUS: STUDENT _____ REC/IM MEMBER _____ OTHER _____

EMAIL ADDRESS: _____

CLUB SPORT: _____

Note: All EMU Rec/IM club sport participants must be currently enrolled at EMU or possess a current Rec/IM membership, if their club meets in the Rec Center. All club sport participants are required to complete this form.

ACKNOWLEDGEMENT OF PARTICIPATION STATEMENT AND RELEASE FORM

Participants in the Eastern Michigan University Club Sport's Program should be aware of the possible risks that are inherent in the nature of the activities. These risks include, but are not limited to, the potential for accidents or illness while traveling to and from events, as well as participating in the various club activities. Every attempt is made to minimize the existing risks through the use of proper sports equipment and sound safety practices. Safe facilities which are under the Rec/IM's control are utilized when possible. However, participants should realize these risks cannot be eliminated completely. If participants meet minimum physical and mental conditioning and follow safety procedures, the potential for mishaps is reduced. The Rec/IM strongly recommends that each club member have an annual physical examination and personal health and accident insurance. Eastern Michigan University's insurance coverage does not apply to Club Sport Program participants in any way.

I, (print name) _____, a member of (print club name) _____, a recognized student organization, sponsored by the Rec/IM Dept. at EMU, affirm that I am aware of my physical condition, that I am voluntarily participating as a member of the aforementioned club, that I am aware that such participation may result in possible injury, or even death, as a result of the nature of the sport, and that I am assuming any risk that may be involved in the sport. In addition, I do hereby release EMU, its Board of Regents, employees, and agents, of any and all responsibility of liability in case of any personal injury to me or event death, or damage to property of others caused by me while participating in the activities of the aforementioned club. Such participation will include practice, club functions, competition, and travel to and from all club activities. I further acknowledge that I am aware of insurance policies that are available to me, that I know and understand University policies and procedures, and that I will represent the University in such a manner that is expected. I have read and understand the above statements and will carry them out to my best abilities.

I am covered by a personal health insurance plan. Yes _____ No _____

Participant's Signature & Date Signed

Rec/IM Employee's Signature & Date Received

**Eastern Michigan University
Recreation/Intramural Department
Incident/Accident Report**

Name: _____ Student #: _____ Phone #: (____) ____ - _____

Address: _____ State: _____ Zip: _____

Age: ____ Gender: M / F Status (circle one): Student Faculty Staff Guest Other: _____

Date & Time Incident/Accident Occurred: ____/____/____ ____ am / pm

Date & Time Incident/Accident Reported: ____/____/____ ____ am / pm

Reported By: _____ Position (if applicable): _____

Was anyone injured as a result of this incident/accident? YES / NO

TYPE OF INCIDENT/ACCIDENT:

Alarm (type _____) Assault/Fight Assault w/Weapon Theft

Injury/illness (describe in detail) _____

Other: _____

D.P.S. Notified? YES / NO

If Yes, Responding Officer(s) Name(s):

D.P.S. Report Number: _____

Did Ypsilanti Fire/Rescue respond? YES / NO

Did HVA ambulance respond? YES / NO

LOCATION OF INCIDENT:

REC/IM Bldg. IM Sports Fields University Park Other: _____

SPECIFIC AREA OF INCIDENT/ACCIDENT:

REC 1st Floor	REC 2nd Floor	REC 3rd Floor	REC 4th Floor	University Park
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<input type="checkbox"/> Fit Room	<input type="checkbox"/> Aerobics Studio	<input type="checkbox"/> Game Area	<input type="checkbox"/> Track	<input type="checkbox"/> Amphitheater
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<input type="checkbox"/> Lobby	<input type="checkbox"/> Combatives Rm	<input type="checkbox"/> Gym (#____)	<input type="checkbox"/> Weight Area	<input type="checkbox"/> B-ball Ct #__
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<input type="checkbox"/> Locker Room	<input type="checkbox"/> Lobby	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Lake House
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<input type="checkbox"/> Office	<input type="checkbox"/> Observation Dk.			<input type="checkbox"/> Tennis Cts.
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<input type="checkbox"/> Jones Pool	<input type="checkbox"/> Utility Gym			<input type="checkbox"/> V-Ball Ct# __
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<input type="checkbox"/> Racquetball Ct.	<input type="checkbox"/> Other: _____			<input type="checkbox"/> Other: _____
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Other: _____

AREA OF PARTICIPATION:

Intramural Sports Activity Scheduled Activity: _____

Intercollegiate Athletics Special Event: _____

Physical Ed. Class Sports Club Activity: _____

Other: _____

(OVER)

WITNESS INFORMATION:

1. Name: _____ Student #: _____ Phone #: (____) ____ - _____

Address: _____ State: ____ Zip: _____

Age: ____ Gender: M / F Status (circle one): Student Faculty Staff Guest Other: _____

2. Name: _____ Student #: _____ Phone #: (____) ____ - _____

Address: _____ State: ____ Zip: _____

Age: ____ Gender: M / F Status (circle one): Student Faculty Staff Guest Other: _____

IMMEDIATE ACTION TAKEN:

First Aid administered by: _____ CPR administered by: _____

Was there visible blood or bodily fluids? Yes / No IF yes, did employee follow appropriate Blood borne pathogen exposure control procedures and use appropriate PPE? Yes / No

(Employee signature : _____)

Contacted D.P.S. / Turned Over to Responding Officer

Minor Disturbance, Spoke with Individual and Resolved the Situation

False Alarm / Turned Off and Reset

Taken to hospital by HVA ambulance

Refused HVA (victim's signature): _____

Taken to hospital by friend or relative

Refused First Aid (victim's signature): _____

First Aid was not needed

Other: _____

DETAILS OF ACCIDENT: (Attach additional sheets if needed)

Describe in detail events, actions, conditions, etc. from beginning to end which may have contributed to the incident/accident. Be sure to use names of anyone involved. If names are not available, describe the individual(s) to the best of your ability such as: race, gender, color/type of clothing, etc.

Report Prepared By: _____ Position: _____

Report Reviewed By: _____ Position: _____ Date: _____

Follow Up By: _____ **Position:** _____ **Date:** _____

Disposition: _____