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INTRODUCTION

Nature of Club Sports

Club sports have been in existence since the early 1800’s and give students the opportunity to continue participating at different levels of competition. Eastern Michigan University club sports continue that long standing tradition of student developed and student led clubs. Most importantly, a club sport at EMU is a student organization derived and sustained through the leadership and interest of students.

A club sport is a student organization established to promote and develop the interests and skill 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 sport clubs usually belong to leagues or associations, competing in matches or tournaments with other universities.

EMU Club Sport’s Mission Statement

The mission of club sports at EMU is to provide opportunities in participation, leadership, and competition in the desired activity of choice. Assistance is provided to individual club sports 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 provides 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 Health Center. In addition, all participants are required to sign a waiver release form 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 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 Assistant Director of Club Sports. Clubs may be suspended for entering into contracts without proper approval.

How to Register as a Club Sport

A. Registering as a New Club Sport
   1. Existing club sports or student organizations may not be duplicated. The Assistant Director of Club Sports reserves the right to refuse recognition to any clubs requiring extensive University funding, resources, and/or any clubs involving high liability or risk factors which cannot reasonably be overseen by the club and Assistant Director of Club Sports. Availability of facilities, equipment, funding, regional competition, and an overall contribution to the University community may also be considered when evaluating new club requests.
   2. Potential new clubs must first schedule a meeting with the Assistant Director of Club Sports to discuss ideas about new club. They must then fill out paperwork on budget, personnel, and facility needs.
   3. New clubs must then complete the required annual paperwork with the office of Campus Life, located on the 3rd floor of the Student Center (Center for Student Involvement). Current requirements include having a minimum of five members who are currently registered EMU students. New clubs must also submit a constitution and by-laws and have an EMU faculty/staff advisor.

B. Annual Renewal Procedures for All Clubs
   1. To be recognized, a club must have and maintain a minimum of five members who are registered EMU students in good academic standing.
   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 sports 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 Assistant Director of Club Sports.
   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. Clubs are required to have a dissolution clause in their constitution about club assets in the event of a disbanding. References for further assistance are in the Office of Campus Life, Robert’s Rules of Order and Sturgis, and Standard Code of Parliamentary Procedure. 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 and the Rec/IM will not assume any debts or liabilities incurred by a Club Sport team.

**CLUB SPORT ROLES**

**Student Participation**

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: the writing of their club’s constitution and by-laws, the determination of the membership requirements, the establishment of their dues schedules, the selection of their club’s advisor, the establishment of the duties of their officers, the selection of their coach, and the development and administration of 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 University officials that assist in accomplishing the purpose of the University.

In addition to the duties of the club 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. Serve as the liaison between the club and the Assistant Director of Club Sports.
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, operating the club, and complying with the contents of the Club Sports Handbook and the club’s constitution.
4. Obtaining a club sport advisor.
5. Filing a current roster with the Assistant Director of Club Sports.
6. Completing annual recognition processes at Campus Life.
7. Making certain that a representative of the club attends club sport meetings to give and receive club updates. Missing two meetings will result in the loss of practice time in club sport usable facilities.
8. Keeping all required paperwork current with the Assistant Director of Club Sports (late information/paperwork may result in loss of practice time in club sport facilities). See required paperwork chart in appendix.
9. Responding to emails sent out to all clubs.
10. Ensure financial obligations are met that are 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 club 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/Instruction**

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 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 Assistant Director of Club Sport 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. A club sport team cannot 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 desired. All coaches must be approved by the Assistant 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 submission of a coaching profile to the Assistant Director of Club Sports.
2. Completion and submitting of a club sport/coach agreement to the Assistant Director of Club Sports.

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, and 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 Assistant Director of Club Sports serves as the official representative of the Rec/IM department at EMU. The Assistant Director of Club Sports is Kyle McAlear and can be reached, by email at kmcalear@emich.edu or phone at 734-487-8050.

ELIGIBILITY AND CONDUCT INFORMATION

Eligibility

1. Regular membership in club sports is open to currently enrolled undergraduate and graduate students in good academic standing. 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 or faculty/staff. Campus Life’s policy regarding student orgs requires that non-EMU members are allowed as long as 75% of the organization memberships are currently enrolled EMU students. Campus Life’s policy is no longer used by the Club Sports program and all club members must be 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. All club members must be in good academic standing with the University in order to participate in club sports.

6. Any GPA minimum requirement may come from league or association of said club, which could supersede the required GPA of the Club Sports program.

**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 Assistant Director of Club Sports, Campus Life, or Student Conduct and Community Standards. The Student Code of Conduct Manual 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 Assistant 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.)

5. Failure to comply with financial obligations of the club.

6. Other actions to be determined.

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 Assistant 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 EMU 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. The fax number is 734-484-1150.
2. Club Sport Forms: All required forms will be supplied by the Rec/IM office. If copies are needed visit the Rec/IM office and have a staff member make copies.
3. Assistance in Scheduling Facilities: Game and practice facilities must be sought from the Assistant Director of Club Sports. All clubs are encouraged to discuss usage of indoor and outdoor space for contests and practices. The areas utilized will most 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 (http://emu.collegiatelink.net/). 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.

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 http://216.91.145.118/student-organizations.html. 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 for to reach the campus community.

**FINANCIAL AFFAIRS**

*Subject to change based on Rec/IM controlling funds*

**Funding Criteria**

1. The Rec/IM Club Sports Office does NOT supply any financial funding to any club sport. Funds can be petitioned from Student Government September through April. 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](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 Assistant Director of Club Sports.

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 meet every two weeks. Applications for funding can be initiated through the Student Government website and must be brought to the meeting. **Any club sport must have the signature of the Assistant Director of Club Sports in order to be considered for funding by Student Government. A budget must be submitted to the Assistant Director of Club Sports before any forms will be signed.**

Sponsorship: Any sponsors obtained by each club must be approved by the Assistant Director of Club Sports. Sponsors marketing alcohol, tobacco, and/or drugs are unacceptable.

EMU Logo/Trademark/Sponsor on Uniforms or Printed Literature: All clubs must adhere to University policies regarding use of University trademark characters or verbiage. Please follow link for student
organization use of EMU logo and trademark usage: [http://www.emich.edu/policies/chapter4/4-6_policy.pdf](http://www.emich.edu/policies/chapter4/4-6_policy.pdf)

**Purchase Process**

Club wishing to make purchases through X-fund accounts should fill out a purchase request form and submit it to the Rec/IM. The Rec/IM will make purchases and transfer the funds from the clubs X-fund account into Rec/IM account. Any questions regarding purchasing or funds should be directed to the Assistant Director of Club Sports.

**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 Assistant Director of Club Sports.

Bowen Fieldhouse and Rynearson Stadium must be reserved through the Assistant Director of Club Sports with a facility request form.

The Bubble (indoor practice field) on West Campus may be reserved through the Assistant Director of Club Sports

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 or the Assistant Director of Club Sports to utilize this space.

Meeting space is available in the Student Center and the REC/IM facility. Please contact the Assistant Director of Club Sports the REC/IM, 734-487-8050 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.
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 REGULATION 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 Vans**

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 athletic 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. 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**

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<th>Emergency</th>
<th>911</th>
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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.