



# SPORT CLUBS FEDERATION HANDBOOK

~2014-2015 EDITION~



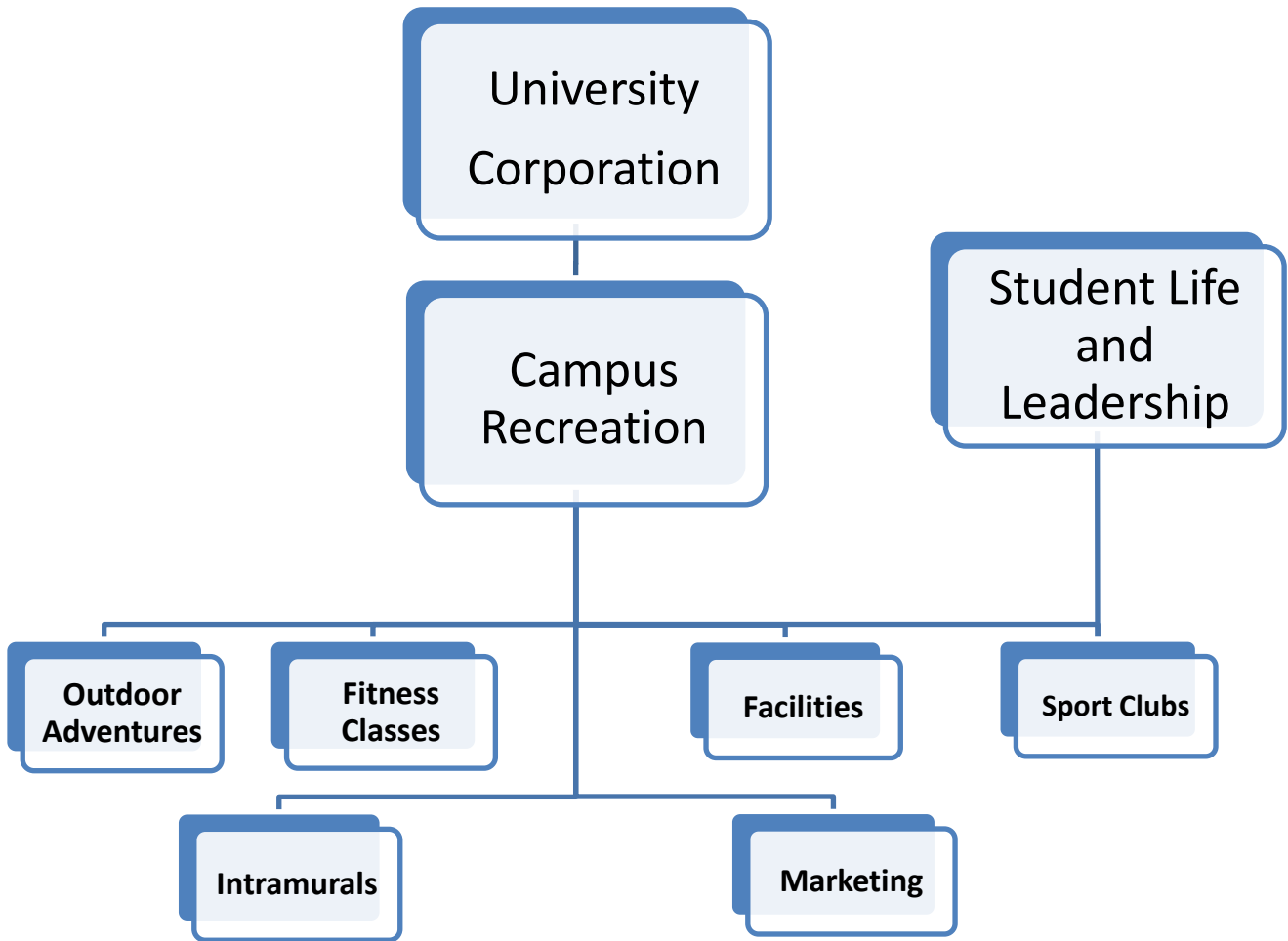
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## California State University San Marcos Campus Recreation Sport Club Federation

### Flow Chart (with Recognized Clubs)



## **Introduction**

This handbook has been developed to assist Campus Recreation Sport Club members in organizing and operating intercollegiate competitive Sport Club programs under the auspices of the Department of Campus Recreation and the structure of California State University San Marcos.

The intent of this handbook is to present ideas, viewpoints, options, and strategies that are pertinent to the effective administration of Sport Club programs and activities. Furthermore, the handbook outlines policies and procedures governing Sport Club programs set forth by the CSU system, CSUSM, and Campus Recreation. Adherence to these policies and procedures is a prerequisite for recognition and eligibility to use the CSUSM name, funding, and facilities.

A Sport Club is defined as a Registered Student Organization whose primary mission is to promote and develop interest in a particular physical activity for the purpose of one or more of the following: recreation, fitness, and/or competition. Clubs represent the University in intercollegiate competition and conduct intra-club activities such as practice, instruction, social, and tournament play. Additional Sport Clubs Federation guidelines further define the requirements for eligibility (see Club Eligibility).

Participation in a Sport Club is meant to be a learning experience for all members. This is done through their involvement in leadership roles, fundraising, public relation, organization, administration, budgeting, and scheduling, as well as the enjoyment of participation in their particular sport/activity. Involvement in group and team situations enhances the students' overall education while in the university setting.

Clubs may vary in focus and programming since club leaders are the active participants in the leadership, responsibility, and decision-making process.

## **Sport Clubs Federation**

By definition, the Sport Clubs Federation (SCF) is the total of all recognized Sport Clubs and their members. A Sport Club is an organization recognized by CSUSM through Student Life & Leadership (SLL) and managed/directed by the Department of Campus Recreation. Sport Clubs are a branch in the Department of Campus Recreation and is advised and supervised by the Sport Clubs Coordinator.

Funding for the SCF comes from a portion of Student Activity Fees collected as part of enrollment paid by each student. Allocation of financial requests is determined by the Sport Club Federation Council (see “Sport Club Federation Council” section of this handbook). The Council consists of one voting member (one officer) from each recognized club in the SCF, and represents the overall interests of the SCF.

In addition to its responsibilities of representing the SCF, the Council develops policies and procedures for operating the SCF, determines budget allocations for each club, assists clubs in their operations, and assists in dealing with rule violations by clubs.

The governing philosophy of the SCF and its Council is to promote participation in club activities. This includes promoting the development of the clubs’ internal structure and operations leading to greater social, recreational, and competitive interaction with others. The SCF allows students to develop their own programs within the larger structure of Campus Recreation and the University.

All aspects of the SCF are governed by the policies and procedures as defined in the SCF Handbook as well as the CSUSM policies and regulations, which apply to all students.

## SCF Positions and Responsibilities

### Requirements for Presidents and Treasurers:

Per CSU Executive Order 1006 all Presidents and Treasurers of recognized student organizations are considered Minor Student Officers. As such, Student Life & Leadership will verify that each President and Treasurer:

- a. Is matriculated and enrolled at CSUSM.
- b. Maintains a minimum overall grade point average of 2.0 each term.
- c. Is in good standing with the University and not on probation of any kind.
- d. Is earning at least six semester units while holding office, as undergraduates. Graduate and Credential students must earn at least 3 semester units while holding office.
- e. Is limited to 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and Credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater.

### President:

The club's President is elected by members of the club no later than the last day of April. The newly elected President will assume all responsibilities of the position the day after graduation. This is a summary of the responsibilities (not in order of importance):

- ♦ **Attend all required meetings: SLL Recognition Training (Late-August), all Executive Boards (SCFEB) meetings (once/month) and all Federation-wide meetings (once/semester)**
- ♦ Serve as Council Officer and attend the Council meetings (SCFC) if elected as such by the club (once/month)
- ♦ Serve as liaison between the club and Campus Recreation
- ♦ **Inform the club officers and members of all pertinent information pertaining to the club**
- ♦ Ensure that the club is complying with the rules and regulations of the University and Campus Recreation
- ♦ Ensure that the club is complying with federal laws, state laws, city codes, and CSUSM policies
- ♦ Complete and submit all required forms to the Sport Clubs Coordinator and ASI (banking).
- ♦ Be primarily responsible for scheduling competitions/trips
- ♦ Ensure marketing, public relation, exposure and website management for their club
- ♦ Check the club's mailbox at least once per week
- ♦ **Be responsible for the club's conduct and representation of CSUSM in all practices, competitions and any club events**
- ♦ Ensure the safe operations of club events
- ♦ Be responsible for ensuring that the facilities are used for the purpose for which they were intended
- ♦ Ensure that no individual participates in practice unless they are approved members by the Sport Clubs Office

### Vice President:

The club's Vice President is elected by members of the club no later than the date of the Official Recognition. **It is strongly recommended that the Vice President has at least 2 years left in order to take over the position of President or Treasurer in the following year.** This is a summary of the responsibilities (not in order of importance):

- ♦ Assist the President with his/her assigned duties.
- ♦ Encourage participation of all club members in club-related decisions.
- ♦ **Attend at least 3 SCFEB meetings per academic year (1 each semester minimum)**

**Treasurer:**

The club's Treasurer is elected by members of the club no later than the last day of April. The newly elected Treasurer will assume all responsibilities of the position the day after graduation. This is a summary of the responsibilities (not in order of importance):

- ♦ **Attend all required meetings: SLL Recognition Training (Late-August), all Executive Boards (SCFEB) meetings (once/month) and all Federation-wide meetings (once/semester)**
- ♦ Serve as Council Officer and attend the Council meetings (SCFC) if elected as such by the club (once/month)
- ♦ Collect membership packets and hand these in person to the Sport Clubs Coordinator
- ♦ **Collect all membership fees and deposit these to ASI**
- ♦ **Make sure club funds are used properly. Be responsible for sound fiscal management and for payment of any debts which are incurred by the club**
- ♦ Be responsible for expending all organization funds to further the purpose(s) of the club and not for the private benefit of officers, members, coaches, and/or instructors
- ♦ Maintain records of revenues and expenditures with files provided by the Sport Clubs Office
- ♦ Prepare a budget summary for the budget allocation meetings held each April
- ♦ Submit copies of membership fees submitted to ASI to the Sport Clubs Office

**Council Officer:**

The Council Officer is the club's President, Treasurer or Vice-President that will be designated as the Council Officer. This is a summary of the responsibilities (not in order of importance):

- ♦ **Attend all SCFC meetings (once/month)**
- ♦ **Ensure good stewardship by addressing all council agenda items with fairness and upholding the SCF handbook**
- ♦ **Be the voice for their club through advocacy, good book keeping, and public speaking**
- ♦ Assist in the preparation of a budget summary for the budget allocation meetings held each April

**Safety Officer:**

It is mandatory that two (2) members of each Club are designated as the Safety Officers no later than the date of the Official Recognition. This is a summary of the responsibilities (not in order of importance):

- ♦ **The primary responsibility is to be the onsite first responder during all club events**
- ♦ Monitor and ensure safe environment for all club events (survey field, locate emergency exits)
- ♦ Attend all Club events (practices, games, travel)
- ♦ Attend a Safety Officer Training (provided in Fall)
- ♦ **Maintain current CPR and First Aid certification** (certification provided to the clubs on specific dates communicated by Campus Recreation)
- ♦ Assist President and Treasurer with compliancy of CSUSM and league's policies and regulations

- ♦ Ensure that a First Aid kit is available at all practices and competitions. In addition, keep kit restocked

### **Staff/Faculty Advisor:**

The club officers choose the staff/faculty advisor. This is a summary of the responsibilities (not in order of importance):

- ♦ **Advise for club operations and finances when solicited by club officers**
- ♦ Recognize and support participation in the club for its contribution to the educational and personal development of students within the higher education setting
- ♦ Be available during the development of plans and programs, if requested
- ♦ Help ensure the activities and undertakings of the club are sound and reflect favorably on the University by offering suggestions or ideas for the group's discussion
- ♦ Be available for mediation if club conflicts arise
- ♦ The advisor needs to be aware of the policies and procedures in this handbook and the Student Code of Conduct
- ♦ Be prepared to deal with major problems or emergencies within the club
- ♦ Consult with the Sport Clubs Coordinator about organizational problems, plans, or changes in organizational status when appropriate

### **Sport Clubs Coach:**

Sport Clubs' coaches are selected by the club officers and hired through the Sport Clubs Coordinator. It is the responsibility of the officers to establish initial contact with the prospective coach(es), and decide to hire the individual(s) based on, but not limited to, the following criteria: compatibility with team, financial viability, experience, availability, pedagogy content knowledge, etc.

When the officers have decided to hire the coach, they need to notify the Sport Clubs Office and receive the coach's packet for completion. Additionally, the officers will need to request a meeting with the coach and the Sport Clubs Coordinator for the final administrative step. This is a summary of the responsibilities (not in order of importance):

- ♦ Have coaching qualifications and/or certifications as determined by the club's league or officers
- ♦ Complete an Independent Contractor packet (Coach's contract) and meet all requirements
- ♦ **Immediately report to Campus Recreation any violation of the student code of conduct such as, but not limited to, alcohol use, substance abuse, hazing, sexual harassment incidents**
- ♦ Coaches should not be involved in the management functions of the Sport Clubs (responsibilities of officers)
- ♦ Establish a formal working relationship with the officers and the Sport Clubs Office
- ♦ Complete a Background Check
- ♦ Complete the online 'Sexual Harassment Prevention' workshop (provided by HR)
- ♦ Watch the Hazing and student code of conduct media-sites
- ♦ **Provide a role model attitude to reflect best mentoring at all times with the club**
- ♦ Follow all University policies and procedures



## Sports Clubs Federation Executive Board (SCFEB)

The SCF Executive Board (SCFEB) is made-up of the President, Treasurer, and Vice-President of all recognized clubs. **The SCFEB meetings occur once per month during the academic calendar and are mandatory for all Officers to attend.** If unable to attend, the officers are required to notify through email the Sport Clubs Coordinator with a week notice, or in case of emergency through an email any time prior to the meetings. Vice-Presidents are required to attend 3 SCFEB meetings per academic year (1 each semester minimum). Unexcused absences are considered as violations of the SCF policies and result in sanctions described in the judicial system section of this manual.

**The purpose of the SCFEB is to provide hands-on training to the club's leadership** (officers) in a variety of topics including but not limited to, marketing, fundraising, safe transportation, sport psychology, effective leadership, emergency response, and physical training.

## The Sports Clubs Federation Council (SCFC)

The Sport Club Federation Council (SCFC) is made-up of one of the club's officers (designated as the Council Officer). **The SCFC meetings occur once per month during the academic calendar and are mandatory for the Council Member to attend.** If unable to attend, the officer is required to notify through email the Sport Clubs Coordinator with a week notice, or in case of emergency through an email any time prior to the meetings. Unexcused absences are considered as violations of the SCF policies and result in sanctions described in the judicial system section of this manual.

**The purpose of the SCFC is to review, discuss and implement policies and regulations from CSUSM, Campus Recreation and the Sport Clubs Federation.** The SCFC has the authority to vote and decide on the sanctions or rewards given to the clubs.

## Judicial System

### Infractions and Point Accumulation

The following are a few *examples* of different infractions and the point denominations assigned to them:

|                    |  |
|--------------------|--|
| <u>6-12 points</u> | Failure to represent the University in a positive manner, i.e.; breaking State or Federal laws, any violation to the student code of conduct. Destruction of personal or private property resulting in charges to the club/CSUSM |
| <u>5 points</u>    | Participation by non-club members. Participation before completion of individual participation packets   |
| <u>4 points</u>    | Failure to complete proper trip/game approval forms  |
| <u>3 points</u>    | Competition without safety officer present. Failure to submit Trip/Game approval form 2 weeks prior to date of trip/game   |

1-2 points No show at Federation meetings (less than 75% of club present). No-show at Council meetings or Executive Board meetings. Failure to follow policy as written in current Federation Policy Handbook (depending on severity)

### **Point Status**

0-5 points No penalty

6 points Loss of 50 % of allocated funds for the current academic year or loss of 50% of reserved facility time. Clubs may owe money to the Sport Clubs Office from next year's budget if funds are not available at the time of infraction

9 points 25 % additional deduction for current academic year or loss of facility reservations

12 points Loss of recognized status and probation for one year from the time of infraction

*Any point accumulation by a club will be used against the club during the Allocation process. Points are for one academic year.*

### **Appeal Process**

Any club involved in a Sport Club Federation policy violation resulting in sanctions (penalty points), has the right to appeal the decision of the SCFC. Note: Appeals will only be heard for penalties involving four points or more. Three point penalties or less, may *not* be appealed.

1. After notification from the SCFC, the involved club has five days to respond with a written explanation of events and reason for disagreement with the SCFC. The written report must be detailed and thorough. The appeal should be delivered to the Sport Clubs Office.
2. Campus Recreation will notify the SCFC that there is an appeal. The SCFC will meet to review the appeal.
3. At the regular Sport Clubs Council meeting, the council members review arguments from the offending club and the input from the Council.
4. The SCFC votes to keep the sanctions as originally handed down, modify the penalty, or overturn the original decision. The final decision will be e-mailed to the offending club within two days.

## **Starting a New Sport Club**

The first step necessary in becoming a Sport Club is to apply for membership with Student Life & Leadership (SLL). This is accomplished by following the "Student Organization" recognition process:

- Intent to Organize form
- Sport Clubs Prospective Club Packet

For Initial Recognition as a Student Organization, please contact SLL:

Josh Galeai  
Coordinator of Student Involvement  
Student Life & Leadership  
California State University San Marcos  
(760) 750-4970 main  
(760) 750-4962 direct  
(760) 750-3033 fax  
[www.csusm.edu/sll](http://www.csusm.edu/sll)  
[jgaleai@csusm.edu](mailto:jgaleai@csusm.edu)

The next steps are handled by the Sport Clubs Coordinator and the Director of Campus Recreation.

## **Club ‘Eligibility’ factors and criteria**

### **Sport Club Federation**

Not all student organizations are eligible for membership in the Sport Club Federation. Individual clubs should represent a particular *sport* and should be affiliated to a National Governing Body (NGB). Some student organizations, which conduct leisure activities rather than competitive sports, may be denied membership.

- ♦ Minimum number of prospective members to play
- ♦ Financial viability of the prospective Sport Club
- ♦ Availability of facilities (practice and competition)
- ♦ Availability of competitive opportunities (where applicable)
- ♦ Availability of qualified coaching
- ♦ Affiliation with NGB or State governing body
- ♦ Duplication considerations (i.e. similar type of Sport Club exists)
- ♦ Risk Assessment of Sport Club’s activities and competition
- ♦ Performance or discipline issues of a Sport Club (e.g. during a probationary year)
- ♦ Availability of appropriate Sport Clubs staff oversight
- ♦ Student Life & Leadership requirements

## **Sport Clubs ‘Initial Recognition’ documentation**

- ♦ Club Goals and Objectives
- ♦ Classification: Competitive (Tier I) or Instructional/Recreational (Tier II)
- ♦ Constitution/Bylaws
- ♦ Affiliation with a National or State body (e.g. NGB)
- ♦ Contact list of officers (Sport Club Federation Executive Board members)
- ♦ Identification of 2 Safety Officers who are Club members
- ♦ List of interested students (signatures, ID#’s, phone #’s)
- ♦ University Advisor’s name
- ♦ Name of Coach
- ♦ Proposed Budget
- ♦ Proposed annual calendar of activities

## **Sport Clubs ‘Renewal’ documentation**

All member clubs that ended the previous school year in good standing will automatically be considered recognized clubs for the next fall semester and have facility scheduling priority during the first two weeks of each semester. However, ALL Sport Clubs are responsible for renewing their registration each year with the Sport Clubs Office. All required paperwork and forms are issued at an “orientation” meeting conducted within the first two weeks of the fall semester each year. The forms must be completed and returned to the Sport Clubs Office before any organized play is conducted. In order to maintain active status, the following requirements must be fulfilled:

- ♦ Contact list of Sport Club officers (SCFEB members)
- ♦ Identification of 2 Safety Officers who are Club members
- ♦ Club Roster and contact information
- ♦ Name of Coach
- ♦ Proposed annual calendar of activities
- ♦ University Advisor’s name
- ♦ Financial Statements and Proposed Budget
- ♦ Equipment Inventory

***Before any club intends to lead try-outs, practice or compete must:***

- ♦ Conduct a team meeting and discuss policies and procedures listed in the Handbook.
- ♦ Have each club member read and sign an Assumption of Risk and Release from Liability Form.
- ♦ Become an ‘Activated’ Sport Club from the Sport Clubs Office

## **Loss of Active Status**

Causes of immediate loss of a Sport Club's active status may include:

- ♦ If a Sport Club fails to renew registration during any academic year, the club shall forfeit all privileges until the violation is corrected.
- ♦ Falsification of registration.
- ♦ Failure to re-submit changes and/or modifications of information/forms required in the annual registration section.
- ♦ Violation of University and or SCF regulations.
- ♦ Failure to obtain a completed and signed Assumption of Risk and Release Liability Form from each club member.

If a club loses its active status for any of the above reasons, the club will be informed by the Sport Club Coordinator and given a deadline to take the necessary action required to restore active status. If the club does not meet the deadline, the issue will be turned over to the SCFC. The SCFC will then hold a hearing and may issue further penalties such as partial to complete loss of allocated funds, loss of facility use, or in extreme or repeated cases, removal from the SCF for a minimum of one semester.

If a club fails to maintain active status (see “General Policies and Procedures for all Clubs”) for any reason for one year, the club loses all privileges, including allocated funds, and loses membership in the SCF. Any club attempting to regain membership after this time will be treated as a new sport club.

## Individual Membership

Membership and application within a sport club must be free from discrimination on the basis of race, color, national origin, religion, gender, age, disability, status as a veteran, or sexual orientation. Each club constitution must carry a statement to this effect.

Membership is limited to CSUSM full or part-time students only. Only students may be elected to the Sport Club Federation Council/Executive Board.

Clubs may add their own specific supplemental requirements for membership as long as specific requirements do not violate applicable law, rules, regulations or policies and are fairly applied to all prospective members.

Campus Recreation requires all Sport Clubs under its sponsorship to add the following specific requirement for membership and participation:

- ♦ First Name; Last Name
- ♦ Date of Birth
- ♦ Gender
- ♦ University ID
- ♦ Local campus address (Street; City; State; Zip)
- ♦ Primary Phone #      Secondary Phone #
- ♦ Emergency Contact: Name and Phone #
- ♦ Email Address
- ♦ Academic Year and/or year of participation
- ♦ Medical Insurance Information & copy of health insurance card
- ♦ Person to notify and contact information in case of emergency
- ♦ Membership fee (cash or checks to ASI)
- ♦ Signed waiver

## General Policies and Procedures for all Clubs

All clubs must submit required paperwork to the Sport Clubs Office by required dates during the school year or as requested by the Sport Clubs Coordinator. All required forms must be resubmitted each year. With some forms, it may be possible to complete the needed information in the spring or summer prior to the next school year. Clubs will also submit their selection to the SCFC each spring for the following school year.

All clubs must have one appointed representative present at all SCF meetings, training sessions, or other required events. Attendance is based on the full duration of the meeting or event. Leaving early or arriving late will be viewed as a miss. SCFC meetings officially begin once the attendance sheet has been circulated. See “Judicial System” section of this handbook for more information.

Assumption of Risk and Release of Liability forms must be signed by everyone participating in a club activity *prior* to participation. The completed forms must be submitted as soon as possible to the Sport Clubs Coordinator. No club or club member will be allowed to participate as a recognized SCF club or member, under any circumstances, until all required paperwork is completed. In addition, all club

members must fill out the required information on the club roster form and submit it promptly. Other forms may be required with established submission dates.

An approved “safety officer” (club member with valid CPR/1<sup>st</sup> Aid/AED certifications) must be present at all home games, matches, or events. The Sport Clubs Coordinator will schedule the safety personnel upon receipt of a schedule of all home contests from each member club. No play shall take place without safety personnel present.

Clubs are expected to submit a schedule of club activities as they become finalized. Clubs’ scheduled events will appear on the Campus Recreation web site. This will help with publicizing Sport Club events, scheduling safety personnel, and the organizing of a Sport Clubs calendar. If a schedule or portions of a schedule is not finalized, submit updates as available. All home games, meets, etc., should be listed with and approved by the Sport Clubs Coordinator to ensure that safety personnel are scheduled for the event and that facility conflicts or competition with other University events is monitored.

For special events, fund raisers, or other public events, consult with the Sport Clubs Coordinator regarding University policies and procedures for these events.

Clubs with SCF allocations must check with the Sport Clubs Coordinator prior to any fund expenditures. Members must plan ahead and follow the proper procedure for the various types of transactions. Always check with the Sport Clubs Coordinator prior to spending SCF allocated funds (see the “Guidelines for Using Sport Club Federation Funds” section).

Clubs are responsible for knowing and implementing all policies, procedures, and regulations as specified or referenced to in the Sport Club Handbook and other applicable law, rules, regulations and policies. Questions about specific policies or procedures may be referred to the Sport Clubs Coordinator.

All student policies (Hazing, Alcohol & drug, FERPA, code of conduct, sexual harassment...) are available at: <http://www.csusm.edu/dos/polpro.html>

Alcohol/Drugs: General Alcohol Policy – see EO 966 and Drug-Free Workplace policy – see EO 930 on website <http://www.calstate.edu/EO/>

Hazing: this is mentioned in EO 1006. Also: Student Code of Conduct (EO 970)

Sexual Harassment: EO 927 addresses sexual harassment for employees and states that each campus addresses sexual harassment for students.

**ALL CAMPUS RECREATION EVENTS ARE 100% SUBSTANCE-FREE! NO EXCEPTIONS**

## Club Members

Students have many opportunities to become directly involved in the administration and supervision of their clubs. They collectively have responsibility for:

- ♦ Leadership development
- ♦ Determining the membership requirements
- ♦ Establishing the dues’ schedules
- ♦ Selecting the club's advisor
- ♦ Establishing the duties of the officers
- ♦ Developing and administering the club budget
- ♦ Fund raising

- ♦ Following all policies and procedures set forth by the SCF Handbook and CSUSM

Note: Participation in the Sport Clubs program is voluntary. Participation in any of the sports / activities offered through Sport Clubs can be dangerous and involves risk of injury. Participation in a Sport Club is meant to be a learning experience for members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as the enjoyment of participation in their particular sport / activity. The program does not offer instruction specific to each sport or activity.

## **Mailboxes**

Each club is assigned a mailbox behind the Campus Recreation front desk. All incoming mail for each club may be sent to this mailbox at the following address:

(CLUB NAME)  
CSUSM Sport Clubs  
Campus Recreation  
333 S Twin Oaks Valley Rd  
San Marcos, CA 92096

The club mailboxes should be checked at least once a week. Important notices and correspondences from the Sport Clubs Office will be put in the mailboxes.

## **Sport Club Federation Risk Management**

### **OVERVIEW**

Most policies and procedures, which are specified in this manual, exist to establish a risk management system for club activities. In all activity, whether competitive or recreational, there is a measure of risk. It is not possible to remove all risk from daily life or while participating in reasonable activities. It is desirable to remove all unnecessary risk to provide an environment whereby activities can be participated in and enjoyed without the likelihood of injury. Determining what is reasonable risk for an activity can be difficult and requires that all participants, club members, coaches and managers, supervisors, and university administrators work together to determine what risk is acceptable and how it can be managed. Risks that are not managed properly could cause the university to determine the Sport Club Federation, in general, or a specific sport club, is not worth the risk of having on campus.

It is the responsibility of all participants in a Sport Club to behave in a reasonable and responsible manner. If all extraneous risk factors such as field/facility conditions, weather, etc. are removed from consideration, there is still the problem of participant behavior and actions. It is vital that all participants, coaches, and advisors participate in a reasonable, prudent, and responsible manner at all times while participating in sport club activities. Club officers and leaders bear a special responsibility to ensure that all club members follow these rules, as well. Sport Club leaders and coaches must make sure that practices, games, meets, etc. are carried out in a way that will enhance competition but still ensure the safe and enjoyable participation of all involved.

Due to the nature of Sport Clubs, there can be little or no direct supervision of club activities by university personnel. Clubs are responsible for organizing their own activities within the construct set by the Sport Club Federation and the University policies as set out in this and other regulatory documents. This means

that clubs and the individuals that comprise them are directly responsible for the risk management factors for their sport.

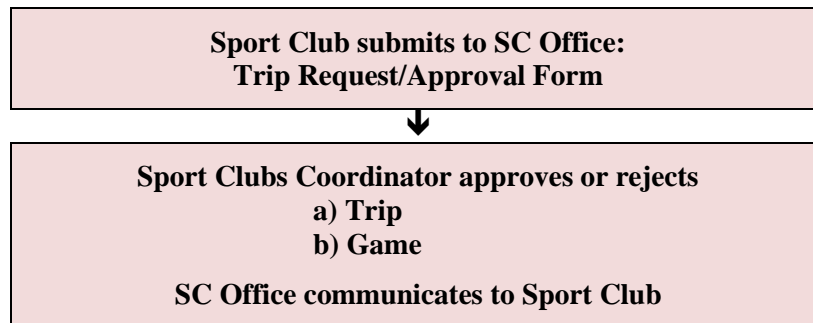
It is vital that club officers and coaches as well as all participants share in the task of participating in the activity in a reasonable and prudent manner and within the specific rules and guidelines considered current and "state-of-the-art" for the specific activity they are engaged in. Individuals or the club and its membership as a whole can be held responsible for actions that do not meet these standards. Indirect supervision takes place by the personnel of the Sport Club Federation Office in requiring Assumption of Risk and Release of Liability forms to be signed and on file for all participants. The SCF also recommends educating club officers and participants in their responsibilities to and for the club; field and facility inspections looking for hazards that could cause injury; maintaining standards for safe participation in club activities; provision of a disciplinary process to assist in regulating club activities and club or individual member actions; and recommends training in first aid and CPR to enhance the safety of participants. First aid and CPR courses are offered through the University and local organizations.

## **Trip/Game procedures**

Each club traveling off campus for any club event (games, tournament, practice, meeting, etc.) has to follow the TRIP/GAME APPROVAL process:

### **Trip/Game Approval**

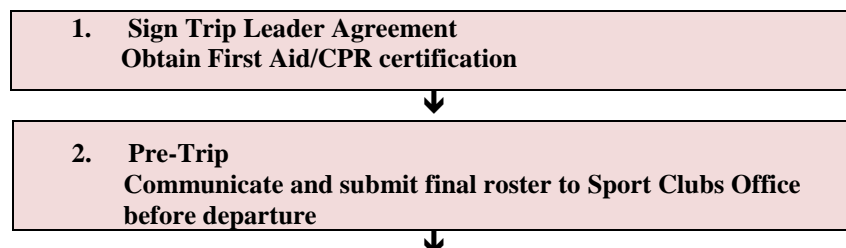
#### **STEP 1**



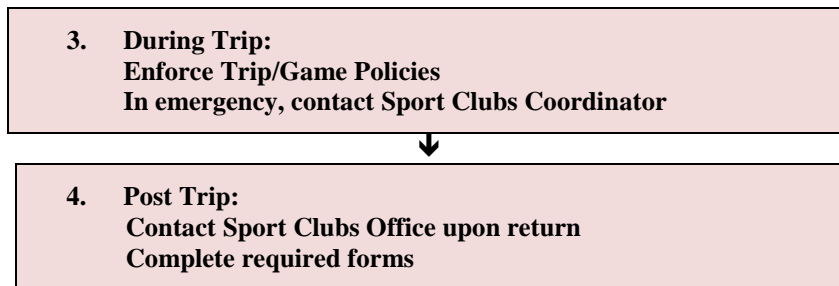
### **Trip Leader (TL)**

Each club traveling off campus for any club event (games, tournament, practice, meeting, etc.) has to designate a trip leader for each trip. It could be the same individual for all trips and could be convenient to be the Safety Officer as 1<sup>st</sup> Aid/CPR certification is required for the trip leader

### **Trip Leader responsibilities**







## Emergency Procedures on-campus

In the event of a serious incident or accident, call University Police at **911**. Then inform Sport Clubs Coordinator and complete Accident/Incident report form.

## Emergency Phone Tree while traveling

In the event of a serious incident or accident, Trip Leaders **MUST** activate the ‘Emergency Phone Tree’. After contacting local Police (911) the Trip Leader should call the Trip Administrator. If unable to make direct (live) voice contact, then the Trip Leader must proceed down the phone tree until they speak ‘live’ to a person.

| Name              | Position                    | Phone #      | Cell #       |
|-------------------|-----------------------------|--------------|--------------|
| Ryan Groth        | Sport Clubs Coordinator     | 760-750-7413 | 619-829-8524 |
| Hugo Lecomte      | Director, Campus Recreation | 760-750-6001 | 208-651-1212 |
| University Police | UPD                         | 760-750-4567 |              |
| Local POLICE      | Dispatch                    | 911          |              |

