

St. Cloud State University

Campus Recreation



Sport Club Handbook

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I. Introduction

The Sports Club Program is offered collaboratively through Campus Recreation and the Department of Campus Involvement. The program offers St. Cloud State University students an athletic experience where their skills can be challenged, while fostering an environment conducive to growth, development, service, and leadership within the University and its community.

Students have an opportunity to participate in competitive and instructional sport clubs. Their involvement in these clubs can enhance their collegiate experience that can contribute to a well-rounded education. The competitive aspect of sport clubs allows members to compete with other intercollegiate sport clubs, while the instructional aspects allow members to further develop their skills in a sport.

Individual sport clubs are run and organized by its members and supervised by the Sports Club Coordinator. It is the responsibility of the club to elect officers and to coordinate practices, competitions, transportation, publicity, finance, and other club activities. It is through this coordination that our officers develop leadership, delegation and organizational skills. This handbook is designed to help develop these skills and abilities, and also to provide structure that will enable the successful operation of student sport clubs.

St. Cloud State University is committed to providing equal education and employment opportunities and does not discriminate on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, membership on a local commission, or status with regard to public assistance.

All Sport Clubs must abide by University policies as well as those set forth by Campus Recreation.

II. Mission Statement

Embodying the ideals of the St. Cloud State University and the Department of Sport Facilities and Campus Recreation, the mission of the Sports Club Program is to provide developmental opportunities for students through competition, instruction, responsibility, and involvement. The goal of the program is to create a safe and fun environment that encourages:

- A broad window of opportunity to participate, something for everyone.
- Activities that foster academic productivity, and personal effectiveness.
- Character development through athletic commitment, and excellence.
- Physical, cultural, social, ethical, intellectual and leadership development.
- The cultivation of life-long friendships.
- The development of long-term relationships with the University and its community.
- Participation in recreational and competitive opportunities, regardless of skill level.
- Lifetime appreciation for fitness, wellness, sport, and physical activity.
- Skill sets for an active healthy lifestyle.

III. Contact Information

EMERGENCIES

911

St. Cloud Police Department (Non-Emergencies)	320-251-1200
St. Cloud Fire Department (Non-Emergencies)	320-255-7213
Calvin Diggs Director of Facilities and Campus Recreation	320-308-5276
Department of Campus Involvement	320-308-2205
Delaydia Frink Sport Club Coordinator	320-308-6691
Campus Recreation Guest Services Desk	320-308-3325
Scott Underwood Facilities and Campus Recreation	320-308-4113
Intramural Sports	320-308-6691
Buildings & Grounds (Motor Pool)	320-308-2266
Campus Public Safety	320-308-3333
Business Services	320-308-4003

IV. Dates and Deadlines

Mandatory Meetings

Officers' Meeting	Monthly (1 st Thursday of month)
Sport Club Council Meeting	TBD

Club Formation

Recognition Forms (New Clubs)	Prior to Beginning Practices (Date To Be Determined)
Re-Recognition Forms (Existing Clubs)	Prior to Beginning Practices
Constitution	Prior to Beginning Practices
Bylaws	Prior to Beginning Practices (Date To Be Determined)
Elections (For Following Year)	Prior to Beginning Practices
Release of Liability (All Members)	Upon Beginning Practices
Roster (Existing Clubs)	Upon Beginning Practices
Roster (New Clubs)	Upon Beginning Practices

Financial

Budget Proposal	Need Basis for SFC
1400 Form	1 Week Prior to Payment
Request For Agency Account	Upon Recognition
Free Balance Request	Need Based

Facility Use/Scheduling

Facility Requests	2 Weeks Prior to Usage
Equipment Checkout	2 Weeks Prior to Usage
Inventory	May 15 (or As Approved by Sport Club Coordinator)

Traveling

Travel Plan	2 Weeks Prior to Travel
Travel Roster	2 Weeks Prior to Travel
Van and/or Trailer Reservation Form	2 Weeks Prior to Travel
Drivers Questionnaire	2 Weeks Prior to Travel (Once Annually- Per Driver)
Vehicle Use Agreement and Regulations	2 Weeks Prior to Travel (Once Annually- Per Driver)

V. Sport Club Program

General

The Sport Club Program at SCSU has been established as a part of the Sports Facilities and Campus Recreation office for the promotion and development of organized sports activities at SCSU. Campus Recreation administers the program through the direction of the Competitive Sports Coordinator. The Department of Campus Involvement, which oversees all student organizations, provide additional regulations and support for clubs.

Description

A SCSU sport club is an organization that is bound together by together by special sporting interests. These clubs may be instructional, reaction, competitive, intellectual, or a combination of any of the above.

Members

Any interested and currently enrolled SCSU student. Faculty and staff of SCSU may also be considered eligible for membership.

Sport Club Council

The SCC consists of the President of each recognized Sport Club at SCSU and Competitive Sports Coordinator, who would act as its advisor. The council elects a President, Vice-President, Council of Organization Representative and Secretary from its membership.

Sport Club Coordinator

This person is a representative of the Sports Facilities and Campus Recreation office. All questions or concerns dealing with Sport Clubs should be addressed to the Sport Club Coordinator.

Sports Facilities and Campus Recreation Office

The office is located in Halenbeck Hall 102E, and the phone number is 320-308-3923. This is the office that all Sport Clubs must be organized.

Eligibility

1. All undergraduate and graduate students officially enrolled at SCSU are eligible to join any club.
2. All faculty and staff members may join a club. However, they may be restricted from competition by league or association regulations. Competing clubs should agree on eligibility requirements in advance of a scheduled match.
3. Minimum of 10 currently enrolled SCSU students required and 75% of the total membership must be students
4. Officers must be currently enrolled students.
5. No club may restrict its' membership on the basis of race, sex, religion, color national or ethnic origin, age, handicap or military service.

Organizational Process For Forming a Sport Club

1. Determine if there is sufficient student interest in a particular sports activity that is deemed appropriate and safe by the Sport Club office.
2. Bring together a group of interested students; determine the following among this group:
 - a. A leader to speak for group interests
 - b. Group responsibilities
3. Make an appointment with the Sport Clubs coordinator to discuss the group's request.
4. Set up an organizational meeting
 - a. Advertise interest meeting/practice, to inform new members about this club
 - b. Discuss goals and missions of the group
 - c. Request practice times/space/equipment
 - d. Select club representatives(s)
 - e. Develop constitution/budget
5. Apply for membership as a club by completing the registration process on HuskiesConnect
6. Delaydia Frink is your advisor. If you wish to you can contact and enter into agreement with a full-time faculty or staff member to become your advisor. See the section: "Role of Advisor". Prepare a letter or an email addressed to Campus Involvement acknowledging this fact.
7. Return two copies of the recognition form, a copy of your constitution and bylaws, and the prepared letter or email from your advisor to Campus Involvement.
8. SCSU Campus Involvement will review the application and forward to the Student Senate for approval.

Benefits of Being A Recognized Organization

A primary benefit of being a SCSU recognized organization is the inherent value in leadership development, and relationships developed as result of these affiliations. The most obvious benefits include; reduced fees and priority use of facilities, equipment, supplies and campus vehicles. However, there are also promotional opportunities that exist on campus as a result of your recognition such as: Mainstreet, Sidestreet, Atwood Memorial Center, website, display cases, Promo-TV, bulletin boards, skyway displays, table tents, bridge space, announcements, and kiosks. Additionally, there are many resources available for learning and development opportunities including the Campus Involvement Leadership Library, and the Husky Leadership Series.

Officer Responsibilities

Clubs must have at least student officers, as required by the University for student organizations. The following list of responsibilities are suggestions for the clubs to follow. It is up to each Club to decide the specific responsibilities of each office.

1. President Responsibilities

- a. Communicate all policies and procedures with club members.
- b. Ensure the safety of all members, participants, officials, and spectators at all times.
- c. Serve as liaison between club and Sport Club office.
- d. Preside over club meetings and conduct business.
- e. Approve club's budget.
- f. Complete facility request forms for all activities in which your club will be using SCSU facilities.
- g. Follow all SCSU policies and procedures.
- h. Keep the club constitution up to date.
- i. Check your mailbox in the Campus Recreation office weekly.
- j. Attend Sport Club Council meetings.

2. Vice President Responsibilities

- a. Take over when President isn't available.
- b. Help the President in his/her responsibilities.
- c. Take over next year as President.

3. Secretary's Responsibilities

- a. Record minutes of club meetings.
- b. Make up membership lists and quarter-end forms.
- c. Get liability release forms for each member.
- d. Make up game and practice schedules before the club's season.
- e. Complete and file all travel documentation.
- f. Inform the Sport Club office of all roster, club council, or game schedule changes.
- g. Report results of all competitions to Sport Club office.
- h. Complete accident/incident report for all applicable instances and file with Sport Club office within 24 hours.
- i. Circulate publicity information about club.
- j. Submit list of club officers for next academic year by the May 1.

4. Treasurer

- a. Keep budget records up to date
- b. Promote fund raising events
- c. Prepare budget requests, transfers, Form 1400, and assist with contractual agreements
- d. Turn in Quarter End and Year End Reports to Sports Club Coordinator

5. Sport Club Representative
 - a. Each club must have a representative responsible for the coordination between members and Campus Recreation
 - b. Attend all Sport Club Council meetings or send an informed substitute
 - c. Inform all members of the business from the Council meetings
 - d. Submit and justify the budget request of your club to the Sport Club Council
 - e. Inform Council of fundraising activities and off campus transportation
 - f. Submit a report to the council at the end of each quarter summarizing club activities

6. Coach/Instructor
 - a. Individual clubs will assign duties that are specific to that sport
 - b. Supervise club activities during practice and competitions
 - c. Monitor participant behavior
 - d. Properly instruct members on skills, techniques and uses of equipment
 - e. Report any conduct which does not meet Sport Club or University policies and procedures to the Sport Club Coordinator

Role of Advisor

An advisor to a student organization will automatically be Sport Club Coordinator, Delaydia Frink. Clubs may have a secondary advisor with expertise in their specific organization, but Delaydia will be each sport's advisor for paperwork/billing/budgeting purposes. Advisors provide professional expertise for their respective organization in the selection, promotion, production, and evaluation of the organization's activities. By sharing knowledge about the university and personal experience, the advisor can assist the organization in the conduct of its activities. In addition, valuable mutually rewarding non-classroom friendships between students and advisors can be fostered.

Organization advisors are required to:

- Sign all 1400 Forms or other financial documents
- Sign organization Recognition Forms on an annual basis
- Grant permission to rent a college vehicle
- Notify Campus Involvement, in writing, if they have agreed to act as an advisor or are resigning as an advisor

The general concerns of the advisor are to remain constant and encompass the following points:

- Recognize and supports participation in student organizations for its contribution to the educational and personal development of students.
- Work with student organizations and should not direct the organization's programs or activities.
- Stays well informed about club activities and events, attend meetings and activities, and consult frequently with the organization's officers.
- Is familiar with the club's history, mission, goals, constitution and bylaws, and provides continuity for the group. The advisor also helps the organization evaluate its progress.
- Insures the organization's compliance with university policies and procedures.
- Advisors should be aware of the general financial condition of the organization and encourage good financial record keeping. The advisor's signature is required on all financial transactions.
- The advisor should be prepared to deal with major problems or emergencies within the organization.
- Advisors should consult Campus Involvement about organizational problems, plans, or changes in organizational status, when the advisor deems it appropriate. Advisors and organizations should continue their association as long as both parties believe the relationship is productive and mutually satisfying. All advisors who become aware of an allegation of a violation of University Policy, Student Code of Conduct, civil law, or criminal law must report the allegation to their supervisor and the SCSU Public Safety Department (308-3333).

For advisors to effectively fulfill her/his responsibilities as established in the faculty/staff rules, and for organization officers to maximize the valuable role that advisors can play, a working agreement must be reached between the advisor and officers. The following process is suggested as one way of negotiating the advisor/organization relationship.

Initial Meeting - As soon as possible, such as after elections, the advisor should meet with the new organization officers to discuss:

- Organization's purpose, goals, and objectives (these should be put in writing).

- University expectations concerning students establishing priorities that emphasize maintaining academic standards while being involved in the organization.
- University rules and policies, particularly with respect to open membership, hazing, sexual harassment, non-discrimination, sexual assault, alcohol, and financial accountability.

Negotiation Session - Within a week after the initial meeting, the advisor and officers should meet to negotiate the specifics of his/her relationship to include:

- How officers will be kept informed of university policy and how the advisor will be kept informed of the organization's activities.
- Role of the advisor in planning, implementation, and evaluation of specific projects.
- How the advisor may assist officers in developing leadership skills.
- Process for handling officers and advisor concerns.
- Mechanism for advisor evaluation of organizational effectiveness.

Organizational Meetings - Even if the advisor will not be attending meetings on a regular basis, the advisor should be invited to attend one of the first meetings to meet the members and discuss her/his role.

Carry Out Negotiated Roles - The advisor and officers share responsibility for ensuring that the arrangements negotiated are carried out. Renegotiation may be necessary as the year progresses.

Year End Wrap-Up - Shortly before the election of new officers, the advisor and current officers should meet to discuss:

- Group progress during the year.
- Effectiveness of the negotiated relationship.
- Advisor recommendations for the officer's future involvements.
- Resources are available to advisors in Campus Involvement on topics including university rules and policies, financial management, event planning, conflict resolution, problem solving, and personal counseling.
- Campus Involvement employees can assist the advisor in identifying appropriate.

Role of Coach/Instructor

Depending upon the organization of a club and the type of club, coaches may or may not be necessary. Those clubs that compete against other colleges or universities on a regular basis should have a specific individual registered as a coach. This person may also serve as the club advisor if a member of the SCSU faculty or staff.

Coaches may be paid or serve in a volunteer fashion. If a coach is to be paid, a formal contract is required between the club and the coach. Your advisor must approve all contracts to be valid. It is recommended that all coaches and instructors sign an agreement that explicitly outlines expectations and responsibilities so there are no misunderstandings later.

Generally, club coaches should be utilized to teach the sports skills and strategies necessary to compete effectively and leave the club operation and management to the student officers.

Checklist for Coaches

- Make sure that the sequencing of information is developmentally appropriate and practical for the age group you are coaching.
- Make sure demonstrations are clear and accurate.
- Warn of the dangers associated with the skills and activities you are instructing.
- Don't assume that participants have prior knowledge or experience in certain skills.
- Use the most appropriate instructional methodology.
- Plan and organize your instructional sequences for the entire unit or theme.
- Coach only the skills and activities you are prepared to coach and with which you are very familiar.
- Pinpoint inappropriate executions of skills and make the necessary adjustments.
- Demonstrate the inappropriate execution of skills and explain the dangers associated with performing these skills incorrectly.
- Check to see if the participant understands prior to engaging in practice.
- Keep detailed records of instructional progression and practices.
- Make sure required performance levels reflect the age, maturity, ability and experience of the student.
- Stay informed of new instruction methods and techniques.
- Make sure that club members know and follow rules and regulations.
- Make sure that club members know how to select appropriate equipment and understand the dangers of using certain equipment.
- Follow federal, state, local, and University guidelines concerning standards and competencies of certain sport activities. If you decide to deviate from them, be able to justify it.
- Must attend sport club coaches/president meeting.

VI. Conduct of Club Members

As a participant in the SCSU Sport Club program you have certain obligations to the University and your club. These obligations are a condition of your membership in them. Clubs are expected to function in a mature and responsible manner, both on and off campus, in all club related activities in accordance with the club constitution, sports club handbook, university policies, and all federal, state and city laws and codes. The opportunity to participate in a sport club and use the facilities provided by the University is a privilege that will be maintained depending on your actions as an individual as well as a member of a club as a whole.

1. The safety of all participants, visiting teams, officials, spectators, and those in the vicinity of the activity will always be the prime concern and the operation philosophy guiding club actions. All individual club members as well as clubs as a whole will be held to this prime directive.
2. SCSU prohibits conduct that is “intentionally, recklessly or negligently placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment (including repeated phone calls), sexual harassment, hazing, intimidation, threats or other conduct which threatens or endangers that person's emotional, mental or physical well-being.”
3. Sport clubs and/or individual members of clubs may face disciplinary action for inappropriate conduct on or off campus while participating in any club activity.
4. No alcoholic beverages are permitted in or on sport club facilities or during a sports club practice or competition. It is the club's responsibility to monitor this situation, including spectators.
5. The club may be subject to immediate probation, with all funds frozen and all activity postponed, if proper policies are not adhered to. The sport club advisor will notify the club of this action.

Sportsmanship Policy

The SCSU Sport Club Organization is recognized for its leading programs and high standards of excellence. As a matter of pride in this organization, all members of sport clubs are expected to maintain the highest standards of sportsmanship, on or off the playing fields or gymnasiums. Let the officials do their job without interference or harassment; abide by the decisions they make, whether you agree with them or not, be gracious in defeat and magnanimous in victory. If you have legitimate grievances, voice them at the appropriate time and to the appropriate people. Let the Sport Club Coordinator, Director of Campus Recreation, or Sport Club Council represent you in legitimate grievances to your league or national organization. Above all, compete in the friendly spirit of competition; be a gracious host to visiting teams or a gracious guest when you go visiting other teams and be proud you are a Husky, representing SCSU.

Hazing Policy

Hazing, which shall include any form of mental, physical or emotional harassment, degradation, intimidation or harm, is strictly prohibited. Organizations found to be incorporating any form of hazing activities into their recruitment, new member or ongoing organizational activities, will face appropriate sanctions for violation of campus, local and state policy and/or law. The Department of Campus Involvement and St. Cloud State University strongly discourage the use of alcohol and other substances as part of club and organizational activities. Student Government will be reviewing alcohol promotion, advertising and use with regard to club and organization recognition and fundraising activities. Avoiding alcohol use in your activities decreases personal liability, club liability, and helps build a positive reputation for your organization.

Alcohol Policy

No recognized organization may advertise or participate in fundraisers involving alcohol or any illicit drug on or off campus. Any non-fundraising events that involve alcohol may in no way expose a St. Cloud State University recognized student organization or St. Cloud State University to a position of liability. If alcohol is served at a function it must be served or distributed by a licensed and bonded/insured third party. In addition, alcohol cannot be the focus of any organizational event.

Promotion of alcohol beverage must not encourage any form of alcohol abuse or misuse. Alcohol abuse or misuse includes, but is not limited to:

- Frequent or excessive use (drinking to the point of intoxication).
- Intoxication as a means to personal, social, sexual or academic success.
- Intoxication as a means to solve or escape from personal, social, sexual, or academic problems.
- Intoxication as the sole or best form of having fun or celebrating.
- Intoxication as a means to be accepted or included in the mainstream of college life.
- Drinking in conjunction with the performance of tasks that require skilled reaction such as driving, skiing, water sports, and other sports.
- Intoxication or drinking while alone.
- Every alcohol advertising/promotion must contain the statement that St. Cloud State University does not endorse or condone the illegal or irresponsible use of alcohol.

Sexual Harassment Policy

Harassment of students and employees on the basis of race, national origin and other protected characteristics is prohibited by state law, federal law and the MnSCU board rules and regulations.

Sexual harassment is a form of sex discrimination which is prohibited by state and federal law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or other events or activities sanctioned by the college or university;
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. such conduct has the purpose or effect of threatening an individual's employment, interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment.

What should you do if you believe you have experienced sexual harassment?

1. Contact the Affirmative Action Officer at 308-5123, or other university people you know and trust. You may bring witnesses, or ask a friend, faculty or staff member to accompany you.
2. You may file an informal or a formal complaint about the behavior.
3. Keep records--write a journal, record the facts on a tape recorder, or tell a friend. Record dates, times, places, witnesses, and the nature of the discrimination or harassment.
4. Much of discrimination and harassment has to do with power. Empower yourself! Tell the person that his or her actions or words are offensive.

For a complete copy of the racism and racial harassment policy, contact the Affirmative Action Officer, 208 Administrative Services Building, 308-5123, or go to the following website:
<http://www.stcloudstate.edu/studenthandbook/policies/default.asp>

Disciplinary Action

Student organizations will be held responsible for the action of its members and are subject to disciplinary action upon review by Campus Recreation, Department of Campus Involvement, the Student Government Judicial Council or the Associate Vice President of Student Life and Development.

Probation or suspension for an organization will be set for any length of time deemed appropriate. Violations will be handled on an individual basis.

Organizations may lose recognition for the violations due to the following failures or deficiencies:

- Violating University, City, State or Federal rules, policies, or procedures
- Failure to attend mandatory spring and fall rallies, and monthly SFRC meetings
- Failure to complete financial, organizational, or other documentation in a timely fashion
- Discriminatory practices
- Misrepresentation of organizational purpose or intent
- Misuse of appropriated funding
- Failure to meet financial obligations in a timely fashion

This list is by no means inclusive. Sport clubs that lose recognition are ineligible for 52 weeks, after becoming re-recognized, to receive SFC funding.

Should an organization end a fiscal year with a negative balance in either their 300xx or 900xx accounts, the SFC has the right to freeze a portion of their funding for the next academic year, and CSOLD reserves the right to suspend recognition until the debt is paid, respectively.

Appeals

Appeals may be made through the sanctioning office, then by filing with the Student Government's Judicial Council, Campus Involvement, and finally through the Vice President of Student Life and Development.

Attendance Policy

If your organization was not represented at the any of the mandatory Sport Club Council meeting or rally and/or your club is late (in weeks) with required forms the following sanctions will be imparted. Weeks that your club is late with forms will be cumulative during that year. You do not start over and the step will reflect total weeks late or total missed meetings.

In accordance with our attendance policy your club will lose facility and 1400 rights for the designated time period.

Step 1– One missed meeting or one week late with forms:

The club will lose their next facility reservation and cannot request 1400 approval for 1 month

Step 2 – Two missed meetings or two weeks late with forms:

The club will lose their next facility reservation and cannot request 1400 approval for 6 months

Step 3 – 3 missed meetings or 3 weeks late with forms:

The club will lose all facility reservations, rights to reserve facilities and cannot request 1400 approval for the remainder of the academic year. In addition the club will be placed on “Probation” for the following academic year.

Probation – Includes step 3 and reduction of the club’s budget request by 10% for the following year. Can’t make request for 90 days.

If you feel your club has a legitimate reason for the absence you may appeal in writing to the council executive board. This should be submitted to the Sport Club Coordinator and must be done within 48 hours of the missed meeting.

Distribution of Literature

All recognized student organizations, whether sponsored or not, must print a prominent disclaimer in all material published, including web pages. The disclaimer should read:

[Name of publication] is published by [named or organization' a recognized student organization. [Name of publication] is not an official publication of St. Cloud State University and does not represent the views of the University or its employees.

VII. Sport Club Council

Benefits on Being a Member in the Sport Club Council

The Sport Club Council is comprised of the Presidents of all the Sport Clubs. The Council meets once monthly to discuss matters pertaining to all Sport Clubs, and individual clubs.

1. Are eligible for Senate Finance Committee funding through the budget request process.
2. The Club Council can develop funding strategies and better keep the University aware of Sport Club programs.
3. Are eligible for use of University facilities.
4. Are eligible for use of Campus Recreation office resources
5. The Sport Club program can obtain more exposure and provide a better service to the SCSU community.
6. Have a vote in the Council matters.
7. Chance for each member to:
 - a. Insure that your clubs concerns are addressed.
 - b. Develop leadership skills.
 - c. Develop job skills-good experience for resume.
 - d. Meet others with similar interests and concerns.

Council Responsibilities

1. Serve as lobbying group for clubs.
2. Plan publicity events.
3. Decide on budget requests for each club.

VIII. Accounting

Accounts

All student organizations are required to maintain all financial accounts with the SCSU Business Office which is located in the 124 Administrative Services Building. There are two types of accounts utilized by student organizations:

- A “300” Account – contains funding from student activity fees
- A “900” Account – also referred to as an “Agency Account” contains funding from dues, donations or fundraisers

Opening an Agency Account (900xx)

Complete the form “Request For An Agency Account”, obtain your advisor’s signature on the form, and submit to the Business Office. Questions may be directed to 308-2799 or in writing to 124 Administrative Services.

Deposits & Payments From Agency Accounts

Deposits to the account are made at the Cashier’s Office in Business Services, 123 Administrative Services. Checks from the account are requested by completing a 1400 requisition form, signed by the responsible person, and submitted to Business Services, 124 Administrative Services. Instructions regarding the handling of the check (to be picked up, to be mailed with attachment, etc.) should be indicated on the requisition.

- 1400 Forms must be signed by your advisor to be valid.
- Forms take approximately three to four days to process in the business office. Therefore, please plan to have your completed form to your advisor approximately 1 week prior to the date it is needed.

Contractual Agreements

Organizations soliciting individual services such as; speakers or entertainers, are required to complete a contract. Two types of contracts are utilized:

1. Contracts under \$1,750 – Form: Individual Service Agreement (ISA)
2. Contracts over \$1,750 – Form: SCSU003

For more information regarding the procedures and processes necessary for contract approval, contact CSOLD or the Business Office. Contracts are available in either of these offices.

IX. Budgeting

When submitting a proposal for an annual budget or free balance, itemize the budget according to the following headings:

Income Items

1. Annual Dues Paid by Members
2. Entry Fees Collected From Tournaments or Leagues
3. Donations, Gifts, Grants
4. Fundraising

Expense Items

1. Permanent Equipment (more than two year life): purchase, maintenance, insurance, etc.
2. Operating Expenses (less than two year life): purchase, rental uniforms, supplies.
3. Travel: Vehicle rental, fuel, lodging, drivers, transportation, permits, etc.
4. Instruction/Coaching.
5. Publicity: Ads, posters, flyers, brochures, schedules, photos, mailing expenses, etc.
6. Office costs: Supplies, phone, copying.
7. Facility charges: Facility costs, supervisors, lifeguards, etc.
8. Officiating.
9. Fees: Membership and entry.
10. Fundraising: All costs associated with raising money.
11. Tournament/Meet expenses: Organization costs, workers, etc.
12. Bank charges: Service charges, etc.
13. Miscellaneous: Specify the items.

X. Funding

Funding from the Student Government Finance Committee

To be eligible for funding organizations must be recognized for 52 weeks in order to receive a budget, and 15 weeks to request funding from reserve accounts. Organizations must also be in good standing to be considered eligible. The following process should be followed:

1. Each Sport Club should complete a Budget Proposal Request form for the year, which must be completed and returned to the Sports Club Coordinator before February 28.
2. The Sport Club Council will evaluate each Club's budget to insure that it meets Senate Finance Committee guidelines, make revisions as appropriate.
3. Budget hearing will be set up for each club.
4. The SCC will then compile a combined Sports Club budget, which would then be submitted to SFC by the President of the Sport Club Council, the Sport Club Coordinator, and the Director of SFCR.

Upon approval, and obtaining funding from SFC, certain policies and restrictions apply to the use of these funds. Please refer to the Campus Involvement manual for additional information, or contact SFC, or Campus Involvement directly.

Budgetary Funding

Operation Budget (Parent Code: 0999)

Organizational budget items may include supplies, printing and advertising, in state travel, and communications. A maximum of \$1,200 is available per student organization.

Program Budget (Parent Code: 0998)

Programming budget items may include conference travel, or programming such as speakers or entertainers. Budgetary limits will not exceed \$10,000. These funds will be frozen until so requested by the organization.

Reserve Accounts

Events or activities already being funded using an SAF budget are not eligible for reserve account funding. Reserve accounts become available when prior budgeting is inadequate. All requests must be justified.

Free Balance Reserve

Student organizations eligible for SFC funding may request money from free balance. Funding from the Free Balance Reserve can be used for event fees, travel, and/or registration costs associated with events outside of Minnesota.

Allocations can be made up to \$750 per fiscal year without matching funds. An additional \$1250 in matching funding is also available. The maximum amount available is \$2,000 per fiscal year.

Speaker's/Programming Reserve

This reserve is designed to assist the funding needs associated with organizations sponsoring speakers or other programming. Requests for funding should be made early in the fiscal year. A maximum of \$600 will be allocated toward any single student organization per speaker, per event.

Equipment Reserve

The equipment reserve is designed for major equipment purchases. All purchases using SAF funds remain the property of the Student Government and the University.

Equipment, when purchased with funds appropriated from the SFC (Account 300xx) will belong to the Student Government and the University. To purchase equipment with SFC funds, each club must follow these procedures:

1. Demonstrate a need; show the necessity of equipment for fulfillment of organization's objectives.
2. Requests for purchase of uniforms will be restricted to non-personal items. Uniforms will not include shirts, leotards and other personal apparel.
3. All equipment purchased with SFC funds remains the property of SFC and the university.

The organization or individuals using the equipment will be responsible for replacing or repairing equipment that is lost or damaged due to negligence.

Club Dues

Charging club dues is urged to cover various Sport Club expenses. Each club must have on file in our office, a disclosure showing the amount of the fees and how they are used.

Equipment Funding

When equipment is purchased with Sport Club funds (Account 900xx), the equipment remains the property of the Club. All Clubs must inventory their equipment. This policy is in effect to ensure that equipment that is a Sport Club's property will remain their property year after year.

Equipment as defined includes items with a useful life of five (5) or more years such as, computers, printers, office furniture, and sports equipment.

SFC - Travel Funding

Meal Allowances

Any funds allocated by SFC for meal allowances during travel are meant to assist in providing meals and are not intended to pay the total cost. Contact SFC for maximum expenditures per meal.

Lodging

Organizations must make every effort to secure low cost lodging. The projected cost should be based on a minimum of two persons per room. Lodging costs shall be based on at least three estimates from economy rate motels. SFC shall pay the lowest rate unless otherwise approved by SFC.

Transportation

Transportation dollars are to be allocated at the lowest cost available. Should the organization with the allocated dollars choose to travel at higher rate (e.g. air instead of bus) the organization may, upon SFC approval, raise funds or the persons may provide the difference for themselves. The organization will be responsible for providing SFC with costs for various means of travel.

1. An internal requisition form must be processed through SFC before travel will be allowed. This form must include the type of transportation, destination, estimated mileage and the number of people being carried to the event.
2. Conventions, Conferences, and Workshops – Unless exceptional circumstances exist, SFC will fund no more than two delegates to any convention, conference or workshop.

Reporting

Student delegates will be required to submit a written report to SFC within two meetings after return. The report shall provide the following information:

1. Name of convention, conference or workshop.
2. How the delegates participated. How the information learned will benefit the SCSU community.
3. A copy of the itemized expense voucher submitted to the Business office.
4. Delegate's recommendations for future attendance at the event.

Fundraising

Fundraising should be an important part of each Sport Club. As such, each club should make every attempt to become financially self-supporting. The Campus Recreation office strongly suggests that all clubs raise a large portion of their income through fund-raisers. By developing fundraisers your club will be displaying a willingness to work for the betterment of the club. This will improve your chances of additional funding by SFC. The club council and Campus Recreation office will assist with ideas, legalities, and other aspects of fundraising.

1. All money raised by a fundraiser must be deposited in the organization's agency account in the Business office.
2. The requesting organization should indicate how its present level of funding is inadequate to meet the organization's goals and how the funds raised will be used in the interest of SCSU students and community.
3. Any or all items that are purchased with funds from a fund-raiser by a SFC funded organization remain the property of the respective organization should cease to function for more than one academic year, then all such items shall become the property of SFC.
4. A student member of the organization cannot be discriminated against for not participating in the fund-raiser and/or the event.
5. The requesting organization should be prepared to appear before SFC to answer questions prior to final approval of the fund-raiser.
6. All fund-raisers must be in compliance with all state and federal laws and Title IX policies.
7. Organizations seeking donations from business or community members must contact the Development Office to ensure that conflicts do not exist.
8. Off-Campus fundraising activities may require permits and proof of liability to utilized public space. Contact St. Cloud City Hall for more information.
 - a. Written permission may be required of the property owner for use of the space.
 - b. Written contracts are recommended.
 - c. Assumption of Risk/Release of Liability Agreements should be considered for participants and volunteers especially when they are performing physical activities.
9. Funds must be reported to Coordinator for Competitive Sports.

Additional information and policies relating to fundraising can be found in the Student Organization Manual or by contacting Campus Involvement.

Donations

Organizations soliciting donations from the community must follow certain procedures. At least one month prior to the planned solicitation, complete the SCSU Fund-Raising/Solicitation Approval Form and submit two copies to the SCSU Foundation. Forms are available in the Office of University Organizations. One copy will be returned to the organization at least one week prior to the planned solicitation.

If the organization receives donation/gifts totaling \$50.00 or more and/or the donor wishes a receipt issued from the SCSU Foundation, the following procedures must be followed:

1. Types of Donation
 - a. Gift Certificates
 - i. Organization must provide the gift certificate to the office of University Organizations as proof of value and for safe keeping until it is disbursed.
 - b. Tangible Gifts
 - i. The Donor sets value of gift and fills out a Gift Transmittal Form that is submitted to the Office of University Organizations as proof of value. Forms are available in the Office of University Organizations.
 - c. Gifts of Cash (currency or checks)
 - i. Currency or checks will be deposited by the Office of University into the SCSU Foundation Account
2. Gift Acceptance Form
 - a. Must be completed if:
 - i. The donor wants a receipt, or
 - ii. The value is \$50.00 or more.
 - b. Secure authorized signatures (organization officer and advisor) and return form to the Director of University Organization who will retain the copies and forward the original to the SCSU Foundation for further processing.
 - c. Forms are available from the Office of University Organizations.
 - d. Following the processing of the gift by the SCSU Foundation, a receipt is issued to donor.
3. Acknowledgment of Gift
 - a. The organization should send a letter of thanks immediately upon acceptance of the gift by the University. More than a courtesy, it provides the organization with a record of the transaction.
4. Withdrawal of Funds
 - a. Organizations may withdraw their funds by completing a Request for Payment Form and submitting it to the Director of University Organizations, who will sign it and send the white and yellow copies to the SCSU Foundation.
5. Record Keeping
 - a. A copy of each Gift Transmittal Form and Request for Payment Form will be kept in the Office of University Organizations.

XI. Travel

Off-campus club travel presents additional aspects of safety and risk management that you as an individual and member of a club must be cognizant of. All off-campus travel by sport clubs is strictly regulated. Clubs must have filed travel authorization paperwork and follow all University procedures before any off-campus travel is permitted. This applies whether you are traveling to Wisconsin or Florida. The club officers in charge of travel for your club will need to be aware of all policies and procedures regarding travel.

Your responsibilities as a member or a traveling club are as follows:

- Know you are a representative of SCSU when you travel. You will be held accountable for your behavior. As a condition of your permission to travel, SCSU expects you to be on your best behavior.
- You are expected to demonstrate the highest standards of sportsmanship and behavior both on and off the playing fields.
- Use of alcoholic beverages or non-legal drugs by you or members of your team is expressly prohibited when traveling for an authorized event.
- Make sure those club representatives responsible for organizing club travel have submitted all required paperwork and the travel has been authorized.
- Whether traveling in SCSU, private or rental vehicles, you are required to wear your seat belt at all times when the vehicle is in motion.
- Only properly authorized drivers are allowed to drive vehicles on sport club business. Make sure you are authorized prior to driving. State vehicles may only be used for authorized purposes. Drivers are required to obey all traffic rules and regulations, maintain a speed at or below posted speed limits, drive at a speed appropriate to the traffic and weather conditions and drive in a safe and prudent manner at all times.
- You and your club will be held responsible for damage to any property or equipment you or members of your club cause while traveling.
- It is recommended that you travel with a First Aid Kit at all times, and emergency contact/medical information for your club members.
- In the event of inclement weather or a vehicle breakdown, it is recommended that you travel with an emergency kit in your vehicle.
- Disciplinary sanctions will be filed against clubs for violations of University or Sport Club regulations or policies.
- You are required to act in a reasonable, prudent, and professional manner at all times when traveling. The safety of you and your fellow club members are always your responsibility.

All travel forms must be completed in a professional manner and approved by your advisor prior to confirming any travel itinerary. These forms include the Travel Plan Form, Travel Roster, Driver's History Questionnaire, and the Vehicle Use Agreement and Regulations.

Travel Procedures

1. Complete a Travel Plan Form and Roster. This must be done before you confirm trips.
2. Submit both documents for the approval of the Sport Club Advisor. Advisers shall discuss travel arrangements with the members of the organization before such travel takes place.
3. All drivers must complete the Driver's History Questionnaire, and the Vehicle Use Agreement and Regulations Forms. These must be submitted and approved by the Sport Club Coordinator or Director of Campus Recreation.
 - a. You will not be authorized to drive by the University if you, in the last 36 months, have been charged with a DWI, DUI, gross misdemeanor, or have 2 or more serious violations.
4. Approval will be granted only when:
 - a. Funds are available for the trip. Funding may be available from the following areas:
 - i. Money is in the clubs account
 - ii. A Free Balance request is made and approved by SFC
 - iii. Members are covering expenses
 - b. Club members have direct benefit from travel experiences; competition/practice plan, social and skill development, and for fundraising efforts.
 - c. Clubs determine a person responsible for all travel plans, club participants, and promotion of SCSU image, expense, and equipment.

SCSU Van/Trailer Reservation & Maintenance Policy

Vehicle Reservation

Atwood Memorial Center offers two vehicles for reservations to registered SCSU Student Organizations. In order to assist student organizations with their needs, Atwood offers both a 7-passenger and 12-passenger van.

Rates

\$25/full day and \$12.50 for up to six hours plus mileage

7-passenger van: \$0.52/mile

12-passenger van: \$0.61/mile

*Rates subject to change without notice

Van Reservations

Vans are reserved via the SCSU EMS system as follows:

1. Login to EMS using your StarID and password.
2. Under 'My Reservation Templates', scroll down and choose 'Atwood Vehicles Reservation'.
3. Select your date and time for your vehicle reservation and follow the steps to complete your request.
4. You will receive a confirmation of the van's availability via email and receive a fillable pdf form with additional information to complete your reservation.

XI. Facility Information

Facility Requests – Halenbeck Hall, Stadium, Selke Field

All practices, scrimmages, games, tournaments and activities require accessing the EMS facility reservation system, checking availability, and then emailing Scott Underwood with time and dates you need.

1. Availability of facilities for scheduling
2. Recreation needs of the University community
3. The needs of Sport Clubs which will be assessed on an individual basis

The following are responsibility of Sport Clubs President in regards to facility use.

1. Educate and interpret regulations regarding Sport Clubs use of facilities to all members.
2. Supervise all facility use by your club.
3. Be sure facility is cleaned and in proper order before and after each scheduled use.
4. Be aware that Campus Recreation staff will be checking for validated IDs.
5. Responsibility of each Sport Club officer, and its members to utilize, respect, and adhere to all regulations and supervision of facility use.

The following are procedures that the President of each must follow when reserving a facility.

1. All facility request forms must be submitted at a minimum, 2 weeks prior to the event or activity. Keep in mind; the lead-time for some events is much greater.
2. If a conflict occurs, the Sports Club Coordinator and the clubs involved will work out a solution.
3. Keep a flexible schedule and have an alternative time period if a conflict occurs.

Facility request forms can be found online @ <http://www.stcloudstate.edu/campusrec/facilities/reservations.asp>

Facility Requests – Atwood Memorial Center, Other

All other SCSU facilities used by Sport Clubs are coordinated by SFCR. Requisitions will be granted on a first come first serve basis. Again, please plan as far in advance as possible. Effort will be made to honor last minute requests when possible.

Reservations for Atwood should be made in the Conferencing and Scheduling Office. Recognized student organizations will not be charged rental for events that they sponsor. Please see the following website for requests, policies, procedures, and fee structures:

<http://www.stcloudstate.edu/atwood/conferences.asp>

XII. Equipment

The supply of Campus Recreation equipment is available for use by each Sport Club. Each club must have someone who will be responsible for the following:

Checking out equipment from the Sport Club. Each club must have someone who will be responsible for the following:

1. Checking out equipment from the Sport Club Coordinator for use during the year.
2. Issuing equipment to club members (including collection of deposits for uniforms).
3. Maintaining and repairing equipment as necessary.
4. Recalling equipment from club members at the end of the year.
5. Returning equipment to the Sport Club Coordinator for on campus storage during the summer.

All equipment not returned by **May 15** will be charged to the individual or club to whom it was issued. If you have a need for the equipment after this date you must contact the Sport Club Coordinator. The club will be billed for lost or stolen equipment that has not been reported.

Tips on Equipment Purchase, Maintenance, and Safe Use

To the best of your ability:

- Make sure the product meets safety standards, has no design flaws, comes with warnings and instructions, is not associated with a high injury rate, and hasn't been misrepresented.
- Make sure the retailer has not altered the product, making the manufacturers warranty null and void.

After selecting a good product:

- Do not alter the product
- Inspect the product regularly and thoroughly
- Give proper product and technique instructions and warnings for use
- Ensure that the product is being used as intended
- Have operative emergency plans

XIII. Safety and Risk Management

You as an officer of a sport club, as well as the office of Sports Facilities & Campus Recreation and St. Cloud State University, have a responsibility to insure participants in your organization, spectators, and officials are involved in a safe activity and environment.

Club activities must be outlined and presented to the Sport Club Council prior to practices/activities. This will provide the Council and Club Sport Coordinator an opportunity to become familiar with your activity and assist in identifying any potential liability concerns.

Again, the ultimate responsibility for the safety of all concerned at a sport club activity comes down to you, the individual participant. Situations may be caused by your actions that will cause injury to yourself, others or property damage. As a member of a recognized SCSU Sport Club you have specific responsibilities as follows:

- To cooperate with the Sport Club Coordinator and Director of Campus Recreation in compliance with the regulations, policies and procedures as specified in the Sport Club Handbook.
- To act in a manner that will not put other people or property at risk. Each sport will have inherent risks that are specific to that sport. It is your responsibility to learn of these risks and what you must do to eliminate or minimize them.
- To know the rules and procedures for your sport as well as the proper use of all required safety equipment.
- To utilize assigned facilities and equipment in the manner they were intended to be used and to not cause damage or permit damage to be caused by others to such facilities and equipment.
- To know the proper training procedures and techniques for your sport and to follow them.
- To be aware of any potential hazards in the equipment or in the facility you are using for your sport and to report these hazards, immediately to the Sport Club Coordinator or Director of Campus Recreation for remedial action.
- To know your health condition and to have a physician's approval for participation in your chosen sport.
- To report all accidents, injuries, or incidents as soon as possible to the Sport Club Coordinator or Director of Campus Recreation via submission of an accident or incident report form. Report Located in Manual.
- To always act in a reasonable, prudent, and professional manner at games, meets, practices or other club activities.
- To know that violence, in any form, and directed against any opposing club member, officials, coaches, teammates, spectators or others on the scene is never permissible, with or without provocation. Commission of such an act will be penalized to the fullest extent possible by both law enforcement agencies and the disciplinary processes within the Sport Club Student Organization and the University policies.
- To know alcoholic beverages and non-legal drugs are never permitted at or in conjunction with any Sport Club event or activity.
- To not advertise, promote or sponsor any activities in such a way that would be offensive to any race, creed, ethnic group, gender, sexual preference or age group.

- To know what to do in an emergency, how to call for emergency help and how to best assist those who are injured until the emergency help arrives. Each field or facility will have specific emergency procedures in place, learn what these are and be prepared to follow them.
- To know that SCSU or the Campus Recreation staff do not provide for the supervision of your club activities. Club members and officers are responsible for their own actions, activities, and events at all times.

Supervision

Due to the nature of sport clubs at SCSU, clubs are responsible for organizing their own activities within the guidelines as set forth by the Sports Club Manual, Campus Recreation and the University. This means the individuals that make and organize these activities and events are directly responsible for the risk management factors for their sport, their teammates, and the spectators that attend their events. It is vital that the club officers and coaches as well as all participants share in the task of participating in the activity in a reasonable, prudent manner, and within the specific rules and guidelines considered current and “state-of-the-art” for the specific activity, which they are engaged. Individuals or the club and its members as a whole can be held responsible for actions that do not meet these standards.

Accident/Injury and Incident Reporting

Club officers are to report and submit an accident or incident report for all occurrences to any club member, visiting team member, official, or spectator during on or off-campus activities or competitions. These accidents must be reported using the Accident Report form within 24 hours of the accident to the Director of Campus Recreation.

Field Inspections

Each club is required to have a field/facility safety inspection at the beginning of each semester, and on a regular basis during the course of each semester. This inspection should be documented on the Field Inspection form. All potentially dangerous hazards should be reported immediately to the Sport Club Coordinator or Director of Campus Recreation. All hazards or dangers should immediately be made known to all participants, officials, and individuals affected especially those that are not readily apparent. Should you choose to participate disregarding these risks, it should be noted that you assume the risks associated with the consequences of these actions.

Checklist for Facility Inspections

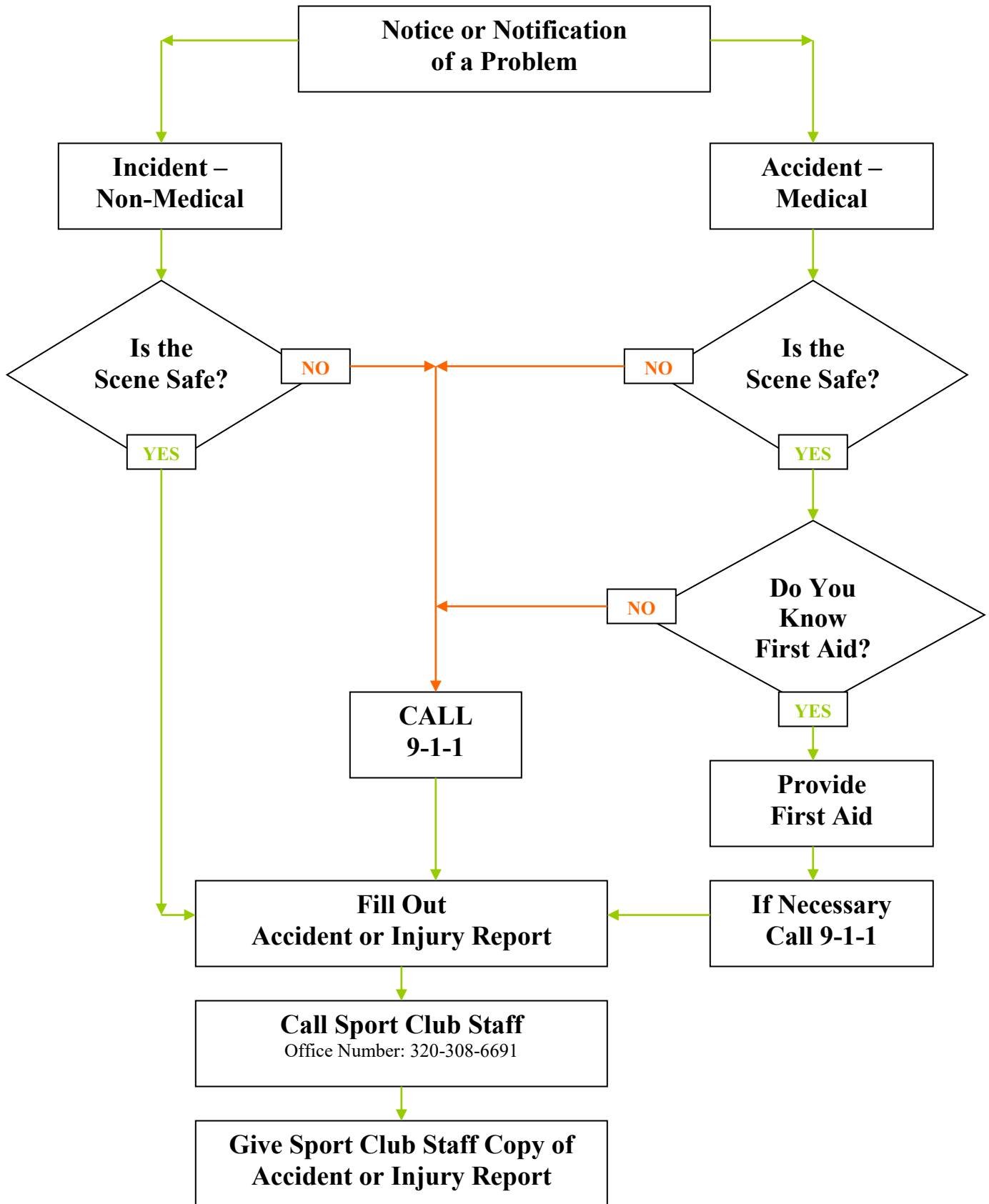
1. Outdoor facilities should be inspected for hidden hazards, debris (glass, rocks, cans, or pieces of metal), and cleanliness.
2. There should be a systematic process for facility inspection. Checking of the facilities should be documented with times, dates, and the name of the inspector.
3. Requests for repair, corrections or alterations of a facility should followed up with an estimate of how long it will take to remedy the problem.
4. If putting warning signs or barriers around an area won't guarantee safety, closing the facility should be considered.
5. Grass fields should be regularly groomed to ensure that all hidden materials are exposed and removed.
6. Debris or unused equipment shouldn't be left in the gymnasium or on the field. It should be eliminated or stored.
7. Car and foot traffic patterns should be well lighted and free from hazards.
8. Dangerous conditions must be remedied. A few examples include:
 - a. Unstable bleachers,
 - b. Slippery locker room floors,
 - c. Sharp door edges,
 - d. Areas that create unsafe traffic conditions
 - e. High flood areas, and
 - f. Sports fields too close to elementary play areas
9. Swimming pools should meet local health standards and be rigorously inspected. Pool bottoms should always be clearly visible.

Emergency Procedures

It is the responsibility of club officials, members, and coaches to know what to do in case of an emergency. The following procedures are applicable to all emergency situations:

- Check the scene to make sure it is safe.
- Call 911 if a serious injury.
- Care for the injured person.
 - Provide First Aid and CPR if necessary to the level you are trained.

Emergency Action Plan – Decision Making Process



First Aid

It is recommended that all sport clubs have at least one member who currently certified in First Aid/CPR. Clubs are highly encouraged to have as many certified members as possible. Campus Recreation will make available First Aid training courses so that all clubs can meet this recommendation. For those organizations that involve a high level of risk, it is also recommended to have an EMT at all events.

It is further recommended that you have with you at all practices, games, activities and events, a First Aid Kit and emergency contact/medical information for your club members. Biohazard Kits are available by contacting the building manager on-duty.

First Aid Kits should contain the following at a minimum:

- Emergency Action Plans
- Emergency Contact Cards
- Adhesive bandages and tape
- Antiseptic Ointment
- Blanket
- Burn Ointment
- Cold Pack
- Cotton-Tipped Applicators
- Disposable Gloves
- Elastic Wraps
- Face Shield or Resuscitation Mask
- Gauze Pads, and Roller Gauze (Multiple Sizes)
- Hand Cleaner
- Inflatable splints or wooden paddles for broken bones
- Insect sting kit
- Petroleum Jelly
- Plastic Bags
- Rubbing Alcohol
- Scissors and Tweezers
- Small Flashlight and Extra Batteries
- Triangular Bandage

Emergency Action Plan – Halenbeck Hall (Recreation Center)

All Life Threatening Emergencies – Dial 9-1-1

Phone Location

- Primary Location: Recreation Center Front Desk
- Secondary Locations: Administrative and Athletic Offices

First Aid Kit, AED, Biohazard Location

- Call 9-1-1 for Life Threatening Emergencies
- Primary Location: Recreation Center Front Desk – 308-3325
- Secondary Option: Contact the Building Manager – 308-7149

Main Fire Exits

- Primary Location: Exits are located on the upper level, (ground level) to the north and to the south
- Secondary Location: Enter the field house and use the exits located at the south end of the building (Multiple Doors – Brown)
- Third Location: Use the stairwell (going up) at the north end of the building, continue to top, through office area, an exit to the right
- Reminder: Do Not Use Elevators in the Event of a Fire

Severe Weather Safety Area

- Primary Location: Lowest Levels; use down ramp to hallway near locker rooms, under stadium
- Secondary Location: Lowest Levels; use stairway down to area by climbing wall and aerobic studios

Fire Extinguishers Location

- Primary Location: Extinguishers are located on the upper level, (ground level) to the north and to the south by the primary exits
- Secondary Location: Hallway between Rec. Center and Stadium, by HaH 160 Offices
- Alternative Locations: Field House Entrance, and on Countertop

Fire Pull Locations

- Primary Location: Fire pulls are located on the upper level, (ground level) to the north and to the south by the primary exits
- Secondary Location: Hallway between Rec. Center and Stadium, by HaH 160 Offices
- Alternative Locations: Field House Entrance, and on Countertop

Emergency Action Plan – Halenbeck Hall (Field House)

All Life Threatening Emergencies – Dial 9-1-1

Phone Location

- Primary Location: Recreation Center Front Desk
- Secondary Locations: Administrative and Athletic Offices

First Aid Kit, AED, Biohazard Location

- Call 9-1-1 for Life Threatening Emergencies
- Primary Location: Recreation Center Front Desk – 308-3325
- Secondary Option: Contact the Building Manager – 308-7149

Fire Exits

- Primary Locations:
 - Multiple (Brown) Doorways on South Wall (Door #7)
 - Southeast Doorway Exits to the East (Door #6)
 - Northeast Doorway – Proceed up Ramp, and Exit to Left or Right
- Secondary Location: Doorway on Northwest Wall – Proceed To Top of Stairwell, Through Double Doors and Exit
- Reminder: Do Not Use Elevators in the Event of a Fire

Severe Weather Safety Area

- Primary Location: Lowest Levels; Proceed Out Exit on Northeast Wall (Also Entrance) to the Right, Take Ramp Down to Hallway Near Locker Rooms, Under Stadium
- Secondary Location:
 - Proceed Out Exit on Northeast Facing Wall (Also Entrance) to the Right, Take Stairway Down to Area by Climbing Wall and Aerobic Studios
 - Your Current Location - Field House

Fire Extinguishers Location

- Primary Location: Recreation Checkout Counter
- Secondary Locations:
 - Northeast & Northwest Corners, Next to Entrance/Exit
 - Middle of East Wall, Next to Racquetball Courts
 - Southeast Corner, Next to Fire Exit
 - South Wall By Multiple Brown Doors/Exit
 - Center of Storage Area, Northwest Corner (Old Outdoor Endeavors)

Fire Pull Locations

- Primary Location: Fire Pulls are Located on the Northeast and Northwest Walls, Next to Primary Exits
- Secondary Location: South Wall, In Between Multiple Doors
- Secondary Location: Southeast Corner, Through Fire Exit, On Wall Next to Outer Doors

Emergency Action Plan – Halenbeck Hall (Main Gym)

All Life Threatening Emergencies – Dial 9-1-1

Phone Location

- Primary Location: Recreation Center Front Desk
- Secondary Locations: Administrative and Athletic Offices

First Aid Kit, AED, Biohazard Location

- Call 9-1-1 for Life Threatening Emergencies
- Primary Location: Recreation Center Front Desk – 308-3325
- Secondary Option: Contact the Building Manager – 308-7149

Fire Exits

- Gym Level: Each of 4 Corners of Building (North End: Use Stairwell to Upper Level)
- Upper Level: Each of 4 Corners of Building (South End: Use Stairwell to Lower Level)

Severe Weather Safety Area

- Primary Location: Gymnasium
- Secondary Location: Proceed Out Exit on Southeast Corner toward Athletic Offices, Down Hallway to Stairwell Down to Lowest Level
 - Go Straight, Enter Field House
 - Turn Left, Take Ramp Down to Hallway Near Locker Rooms, Under Stadium
 - Turn Left, Take Stairway Down to Area by Climbing Wall and Aerobic Studios

Fire Extinguishers Location

- Gym Level: Southwest Corner (Door #1): At end of Hallway
- Gym Level: Southeast Corner (Door#4): By Athletic Offices, Inside Wall Facing East
- Upper Level: Northwest Corner (Door #2): By Ticket Booth, On North Wall of Booth
- Upper Level: Northeast Corner (Door #3): By Ticket Booth, On North Wall of Booth
- Upper Level – East and West Bleachers: On each of 4 Steel Beams Overlooking Gym Floor

Fire Pull Locations

- Gym Level: Southwest Corner (Door #1): By Women's Restroom
- Gym Level: Southeast Corner (Door#4): By Athletic Offices, Next To Stairwell
- Upper Level: Northwest Corner (Door #2): Far Corner of North Wall
- Upper Level: Northeast Corner (Door #3): Far Corner of North Wall

Emergency Action Plan – Husky Stadium/Dome

All Life Threatening Emergencies – Dial 9-1-1

Phone Location

- Primary Location: Recreation Center Front Desk
- Secondary Locations: Administrative and Athletic Offices

First Aid Kit, AED, Biohazard Location

- Call 9-1-1 for Life Threatening Emergencies
- Primary Location: Recreation Center Front Desk – 308-3325
- Secondary Option: Contact the Building Manager – 308-7149

Fire Exits

- Concourse Level: Northwest & Southwest Ticket Booth
- Field Level: Northwest & Southwest Tunnel
- Field Level: Northeast & Southeast Gate
- Press/Coaches Boxes: South to Stairwell to Concourse Level, or Use Exits on South or North and Exit Using Stadium Stairs: Proceed to Ticket Booth Exit
- Lower Level: South Stairwell to Concourse Level: Proceed to Ticket Booth Exit
- Lower Level: Exit North to Ramps (2): Exit North or South in Recreation Center
- Reminder: Do Not Use Elevators in the Event of a Fire

Severe Weather Safety Area

- Primary Location: Lowest Levels (Under Stadium, Locker Rooms, Hallways, Aerobics Studios)
- Secondary Location: Field House
 - Exit Using North and South Stairways to Field Level Ramps
- Note: It is the responsibility of the officers to monitor the weather, to watch for potentially inclement conditions, and cancel or postpone games.

Fire Extinguishers Location

- Concourse Level: Hallway between Recreation Center and Concession Stand
- Press/Coaches Boxes: Next to South and North Exits
- Lower Level: Middle of Hallway Next to Elevator Door
- Lower Level: Next to South Stairwell Exit

Fire Pull Locations

- Press/Coaches Boxes: Next to South and North Exits
- Lower Level: By North and South Entrance/Exit to Field
- Lower Level: By South Stairwell Exit to Concourse Level

Emergency Action Plan – Halenbeck Hall (Pool)

All Life Threatening Emergencies – Dial 9-1-1

Phone Location

- Primary Location: Recreation Center Front Desk
- Secondary Locations: Administrative and Athletic Offices

First Aid Kit, AED, Biohazard Location

- Call 9-1-1 for Life Threatening Emergencies
- Primary Location: Recreation Center Front Desk – 308-3325
- Secondary Option: Contact the Building Manager – 308-7149

Fire Exits

- Gym Level: Each of 4 Corners of Building (North End: Use Stairwell to Upper Level)
- Upper Level: Each of 4 Corners of Building (South End: Use Stairwell to Lower Level)
- Reminder: Do Not Use Elevators in the Event of a Fire

Severe Weather Safety Area

- Primary Location: Field House
- Secondary Location: Lowest Levels (Locker Rooms, Hallways, Aerobics Studios) Proceed Out Exit on Southeast Corner toward Athletic Offices, Down Hallway to Stairwell Down

Fire Extinguishers Location

- Gym Level: Southwest Corner (Door #1): At end of Hallway
- Gym Level: Southeast Corner (Door#4): By Athletic Offices, Inside Wall Facing East
- Upper Level: Northwest Corner (Door #2): By Ticket Booth, On North Wall of Booth
- Upper Level: Northeast Corner (Door #3): By Ticket Booth, On North Wall of Booth
- Upper Level – East and West Bleachers: On each of 4 Steel Beams Overlooking Gym Floor

Fire Pull Locations

- Gym Level: Southwest Corner (Door #1): By Women's Restroom
- Gym Level: Southeast Corner (Door#4): By Athletic Offices, Next To Stairwell
- Upper Level: Northwest Corner (Door #2): Far Corner of North Wall
- Upper Level: Northeast Corner (Door #3): Far Corner of North Wall

Emergency Action Plan – Selke Field

All Life Threatening Emergencies – Dial 9-1-1

Phone Location

- Primary Location: Sports Clubs Are Required to Have A Cell Phone At This Location For All Activities

First Aid Kit Location

- It is Recommended that Sport Clubs Provide a First Aid Kit for All Events and Activities
- Recreation Center Front Desk – 308-3325
- Contact the Building Manager – 308-7149

AED & Biohazard Kit Location

- Call 9-1-1 for Life Threatening Emergencies
- Primary Location: Contact the Halenbeck Building Manager – 308-7149

Severe Weather Safety Area

- Primary Location: Take shelter in the nearest permanent building – Under Stadium
- Secondary Location:
 - Thunderstorm Warning: The closest vehicle
 - Tornado Warning: Lie flat in the closest ditch

Fire Exits

- Primary Location: West and East Entrances of the Field

Emergency Action Plan – Herb Brooks National Hockey Center

All Life Threatening Emergencies – Dial 9-1-1

Phone Location

- Primary Location: Sports Clubs Are Required to Have A Cell Phone At This Location For All Activities
- Secondary Location: Rink Level - Administrative and Athletic Offices, Pro Shop
- Secondary Location: Concourse Level – Across From Ticketing on West Wall

First Aid Kit Location

- Primary Location: Ice Level – Pro Shop, Between Practice and Main Rinks
- Primary Location: Ice Level – Training Room, West Side of Building, Use Either North or South Hallway to Access
- Primary Location: Concourse Level – Concessions Stands
- Primary Location: Ice Level - Training Room
- Secondary Location: Zamboni Drivers have access to first aid kits

AED Location

- Call 9-1-1
- Primary Location: Ice Level – Pro Shop: Between Practice and Main Rinks
- Secondary Location: Contact the Halenbeck Building Manager – 308-7149

Biohazard Kit Location

- Primary Location: Ice Level – Pro Shop: Between Practice and Main Rinks
- Secondary Location: Contact the Halenbeck Building Manager – 308-7149

Fire Exits

- Concourse Level: Multiple Exits to the South, West, and North
- Ice Level:
 - One Exit to the North, Up Stairway 1 Flight
 - Exits to the North, Up Stairway 2 Flights to Multiple Exits on Concourse Level
 - One Exit East on the east side of the practice rink
 - Two Exits to the South by Practice Rink
 - One Exit by Garage Door, and Zamboni
- From Classrooms/Offices use Exits on Northwest and Southwest, up Stairway to Concourse Level Exits
- Reminder: Do Not Use Elevators in the Event of a Fire

Severe Weather Safety Area

- All areas under bleachers, such as locker rooms, bathrooms, shower rooms, and corridors
- Classroom/Office complex in west side of building (Ice Level)
- Ice Areas and Adjacent walkways are not part of the shelter
- Stay in the safe area until the “All Clear” signal is given

Fire Extinguishers Location

- Concourse Level
 - South: Locations by Emergency Exits
 - West: Locations by Emergency Exits
 - North: Locations by Emergency Exits
- Ice Level
 - South: 1 Location by Emergency Exits (Zamboni Storage)
 - South Hallway: 4 Locations (Main Rink)
 - West: by Emergency Exits
 - North Hallway: 4 Locations
 - East: Locations by Emergency Exits
 - Center: Hallway Between Pro Shop and Main Rink

Fire Pull Locations

- Concourse Level
 - South: 3 Locations by Emergency Exits
 - West: 4 Locations by Emergency Exits
 - North: 4 Locations by Emergency Exits
 - East: Locations by Emergency Exits
- Ice Level
 - South: Locations by Emergency Exits (Practice Rink)
 - South: 1 Location by Emergency Exits (Zamboni Storage)
 - West Hallway: Locations by Emergency Exits
 - South Hallway: Locations by Emergency Exits
 - North Hallway: Locations by Emergency Exits
 - East: Locations by Emergency Exits

Emergency Action Plan – Eastman

All Life Threatening Emergencies – Dial 9-1-1

- This facility is no longer used by Sport Clubs.

Emergency Action Plan - Other Off-Site Facilities

All Life Threatening Emergencies – Dial 9-1-1

Prior to using any facility you are not familiar with, it is recommended that you, as an officer of your organization find out:

- Where to go in the event of an emergency
- Where to go in the event of severe weather
- Who is to be called (if not 9-1-1)
- The location of phones
- The location of first aid kits
- The location of biohazard kit
- The location of fire exits
- The location of fire extinguishers
- The location of pull alarms

Sport Clubs are required to carry a cell phone for all off-campus activities and events. It is also recommended that Sport Clubs provide a First Aid Kit for these outings.

SCSU – Incident Report

To be completed by individual/employee who witnessed or was informed of the incident. Please submit form to the Director of Campus Recreation. Use back of form if more space is needed.

Please Print

Date of Incident: _____ Time of Incident: _____ Activity: _____

Location of Incident: _____

1) Name of Person Involved in Incident: _____

Address: _____

Phone: _____ Age: _____ Sex: M F

If Minor (Parent or Guardian): _____

2) Name of Person Involved in Incident: _____

Address: _____

Phone: _____ Age: _____ Sex: M F

If Minor (Parent or Guardian): _____

Description of Incident (How& Why)

Action Taken

Witnesses (Name, Address, Phone)

Printed Name of Person Competing Form

Signature of Person Competing Form