

Club Sport Handbook

Contact Information

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Basic Information

The following policies and procedures are subject to change. All appropriate parties will be notified of any changes via monthly Club Sports Council meetings, emails from the Club Sports Council President and/or the Supervisor of Club Sports. However, it is always the responsibility of club officers to familiarize themselves with and maintain compliance with current policies and procedures.

Club Sports are independent from Wayne State University. The university has no position on the status of Club Sports, nor does it have any financial responsibility for them.

Purpose

The purpose of Club Sports at Wayne State University is to provide members of the student body with an opportunity to participate in sports and activities that promote socialization, physical activity, lifetime fitness, and wellness practices.

Definition

A Club Sport is a specially recognized student organization that provides a medium for people who share a common interest in a particular sport or activity. Competitive club sport teams regularly compete in various state, regional, national and international contests and tournaments against clubs from various other colleges and universities. These clubs are usually members of a nationally recognized league or association for their respective sport or activity. Club Sports are not considered Wayne State University varsity athletics teams and will not be considered a varsity sport unless authorized by WSU Athletics.

Eligibility

Club Sports are open to all currently registered Wayne State University undergraduate and graduate students. In order to be eligible for competition, undergraduate students must maintain a 2.2 GPA and be enrolled in at least 12 credit hours. Graduate students must maintain a 2.2 GPA and be enrolled in at least 6 credit hours. In a student's last year prior to graduation he/she may drop below the 12 credit hour requirement, but must maintain a 2.2 GPA. Ph.D. students must have registered credit hours during the term in which they wish to participate in Club Sports. Once Ph.D. students have exhausted their credits, they are no longer eligible to play Club Sports even though the University recognizes them as a full time student. Many governing bodies (NCCS, USA Rugby, USA Lacrosse, etc.) mandate competition eligibility requirements as well. Players must first meet Mort Harris RFC requirements, then adhere to the governing body's standards. Any student who does not qualify for competition may still practice with the team but may not compete, travel or represent the team. Participation in Club Sports is completely voluntary. A club may not restrict membership on the basis of race, color, sex, religion, national or ethnic origin, age, height, weight, sexual orientation, disability, or any other characteristic protected by applicable federal or state law.

Starting a Club

Recognition Procedures

All clubs must abide by all rules, policies and guidelines set forth by Mort Harris RFC as well as any rules, policies and guidelines set by the Student Code of Conduct at Wayne State University.

1. New Clubs:

- a. Existing Club Sports may not be duplicated.
- b. Individuals or groups that wish to form a new Club Sport must first meet with the Supervisor of Club Sports to discuss the purpose and mission of the proposed new club.
- c. Turn in all application materials. All forms may be downloaded at <http://rfc.wayne.edu/Club-Sports-Forms.php>
 - Club Sport Interest Form
 - Club Constitution
 - Contact information for club officers
 - Proposed budgets
- d. Upon approval from Mort Harris RFC the club will receive an official recognition letter. The club then must turn in all required forms and fees. All forms may be downloaded at <http://rfc.wayne.edu/Club-Sports-Forms.php>
 - Club roster
 - Team Rules
 - Team Player Dues Agreement
 - Club Council Fee \$10.00 (per player)
 - Player Concussion Acknowledgement Form
 - Player liability waiver and conduct agreements
 - Player personal medical insurance verification
 - Proof of valid team insurance policy (either through governing body or joint Mort Harris RFC policy)
 - Completion of the Club Sports Recognition Form - through the Dean of Student's website: *get involved on doso.wayne.edu*
 - Facility Reservation Request Form
 - Competition Schedule Form
 - Travel Forms
- e. **Under no circumstances should an individual who is not listed on an official club roster, or has not signed a waiver of responsibility, be allowed to participate in a club game or practice session**

2. Current Clubs:

- a. Turn in all updated, required forms and fees:
 - Updated Club Constitution
 - Contact Information for Club Officers
 - Proposed Budgets

- Club Roster
- Team Rules
- Team Player Dues Agreement
- Club Council Fee \$10.00 (per player)
- Player Concussion Acknowledgement Form
- Player liability waiver and conduct agreements
- Player personal medical insurance verification
- Proof of valid team insurance policy (either through governing body or joint Mort Harris RFC policy)
- Completion of the Club Sports Recognition Form - through the Dean of Student's website: *get involved on doso.wayne.edu*
- Facility Reservation Request
- Competition Schedule Form
- Travel Forms

3. Clubs will not be permitted to meet or function as a Club Sport, and/or reserve Mort Harris RFC or Matthaei facilities, until all forms and fees have been properly completed and submitted to the Supervisor of Club Sports for approval.

4. Yearly Renewal:

- Since no club is guaranteed automatic renewal as a Club Sport, the status of every club will be reviewed at the end of the Winter Semester. To retain membership in the Club Sports program each club must submit an end-of-season report to the Club Sports Supervisor and the preceding requirements must have been met.

Privileges

In accordance with university policies and procedures, all club sport teams that are properly registered and formally recognized by Mort Harris RFC are entitled to certain privileges. These privileges include:

- Reservation of university facilities based upon availability
- Use of University Club Sports logo with proper approval by the Supervisor of Club Sports
- Use of University financial procedures and those associated benefits
- Assistance in season scheduling
- Assistance in club registration
- Assistance with club marketing

Club Sports cannot:

- Receive funding from Student Council or Program Board
- Apply for an office or storage space in the Student Center Building or Matthaei
- Claim to be anything more than a recognized Club Sport registered with Mort Harris RFC.

Club Governance

Constitution

Each club is required to have a constitution that will serve as the basic framework of the organization. The constitution should reflect the practical operation of the club. The content of the constitution must contain:

1. Club Name
2. Statement of Purpose that addresses the goals and direction of the group
3. Membership Requirements
4. Dues Structure
5. List of officer positions including qualification requirements, duties, and duration of terms for each position
6. Election or selection process for officers
7. Meeting provisions and quorum required to conduct and transact club business

Club Sports Officers

Club Sports present a great opportunity for students to develop leadership, organizational and administrative skills. Club Sports are completely student organized and their success or failure is directly related to the effectiveness of the officers selected to oversee the club's operations. Although specific duties of each position will be spelled out in each club's constitution. Below are general guidelines for club officers.

Club President

1. Serves as the liaison between the club and the Supervisor of Club Sports
2. Administers club meetings, practices and games
3. Serves as representative to the Club Sports Advisory Council (the president may select another club member to serve in this capacity)
4. Enforces and adheres to policies and regulations as outlined in the Club Sports Handbook, the club constitution and all other University policies that may be applicable
5. Completes and maintains, and submits appropriate university and Mort Harris RFC forms (i.e. waivers, incident/accident reports, club rosters, travel requests, budget proposals, etc.) in accordance with the Club Sports Calendar.
6. Secures facility space for meetings, practices and games.
7. Submits annual reports summarizing club activities for the previous year.
8. Reports club competition results to the Supervisor of Club Sports.
9. Inventories all club equipment purchased with club funds (Inventory reports must be submitted to the Supervisor of Club Sports at the start and conclusion of each club's respective active season).
10. Promotes and practices good sportsmanship on and off the field.

Club Vice President

1. Presides over club business in the absence of the president.
2. Assists the president with his/her duties.
3. Promotes and practices good sportsmanship on and off the field.

Club Secretary

1. Records and circulates meeting minutes.
2. Develops and circulates publicity for club activities (all publicity materials must be approved by the Supervisor of Club Sports).
3. Maintains and updates membership lists.
4. Promotes and practices good sportsmanship on and off the field.

Club Treasurer

1. Assists club president in preparing an annual budget request.
 2. Maintains detailed records of all financial activities and transactions.
 3. Promotes and practices good sportsmanship on and off the field
- *If a Club Sports Officer does not adequately fulfill his required duties, that Officer may be removed from their position by the team members or by the Club Sports Council.*
 - *If a Club Sports Officer also holds a position on the Club Sports Council and is removed from his individual team position, his representation on Club Sports Council will also be terminated.*

Club Sports Advisory Council

The Club Sports Advisory Council's purpose is to represent and preserve the interests of the students that comprise each club. Each club president will serve as the council representative for his/her club or may choose another club member to serve as the club's council representative. Council members must attend monthly meetings. If the President and his/her second appointee cannot attend a monthly meeting, he/she may designate any two members of the team to attend the meeting. Under no circumstance should a team be unrepresented at a Council meeting, since anyone on the roster may attend.

The council will be involved, as needed, in organizing fundraising efforts, organizing community service events, resolving facility scheduling conflicts, accepting new clubs, discipline of clubs and individuals, and other matters that are deemed pertinent to the proper functioning of Club Sports at Wayne State University. The club and its members are also subject to the provisions of the University Student Code of Conduct.

In the case of disciplinary hearings, each team is required to have 2 voting members of the Club Sports Advisory Council serve at the disciplinary hearing. The Council will call witnesses, take testimony and recommend proper sanctions for the team and individuals involved. Once the Council has provided these recommendations to the Supervisor of Club Sports, he/she will approve or modify the recommendation. More details on the sanctioning process can be found in the Club Sports Constitution.

Instructors and Coaches

If an instructor or a coach is deemed necessary by a club, Mort Harris RFC encourages the club to seek services of coaches who are capable of properly instructing. Clubs may select coaches who are not associated with the University, however, detailed screening procedures must be followed. The selection of instructors and/or coaches is the responsibility of the club, but interviews must be conducted with the club officers and representatives of Mort Harris RFC. All instructor/coach selections must be approved by the Supervisor of Club Sports. At no time shall

an instructor or coach be on or in possession of the club's bank account information.

Instructor/Coaches Responsibilities:

1. **Adhere to all applicable policies, guidelines, and procedures set forth in the WSU Student Code of Conduct or the WSU APPM as well as all applicable local, state, and federal laws.**
2. Follow all Wayne State University and divisional procedures according to Club Sports policies.
3. Submit to a criminal background check.
4. Sign and adhere to the Coaches Code of Conduct
5. Encourage student member involvement in all club operations.
6. Know emergency procedures for facilities utilized by the club.
7. Know health and safety requirements of the club's activities, including the inspection of sports gear, and reporting of potentially dangerous facility conditions to the Supervisor of Club Sports when necessary.
8. Assist club involvement by teaching and coaching in practice and game settings.
9. **Instructors and/or coaches must not participate or contribute in the club's administrative or decision-making process. The club president will serve as the liaison between the Supervisor of Club Sports and instructors and/or coaches.**
10. Instructors and/or coaches that utilize the Mort Harris RFC/Matthaei facilities are restricted to access only during scheduled club activity.

Facility Usage Procedures

1. All club members must have a current Wayne State University OneCard, be registered for the semester in which they participate and have valid Mort Harris RFC access.
2. Instructors and/or coaches of clubs that utilize the Mort Harris RFC/Matthaei facilities are restricted to access only during scheduled club activity. Club coaches/instructors may purchase a Mort Harris RFC membership to gain unlimited access.
3. All requests for practice and game facilities must be submitted in writing to the Supervisor of Club Sports at least two weeks prior to the scheduled events. Facility space will be limited and outside facilities should be explored if campus facilities are not available. Club Sports do not have priority in facility scheduling over other organizations or students.
4. Failure to honor a facility request can jeopardize future club privileges. Two "no-show/no-calls" will result in the Mort Harris RFC/Matthaei voiding the club's facility requests for the remainder of the year (September 1–August 31) or longer if deemed necessary.
5. All cancellations of facility requests must be submitted to the Supervisor of Club Sports at least 48 hours before the scheduled event.
6. Any club utilizing a Mort Harris RFC/Matthaei facility must clean up after their event.
7. Alcohol/banned substances are not permitted at any games or practice sessions. The Wayne State University Student Code of Conduct and APPM policy on alcohol and its consumption will be strictly enforced at all times.
8. Mort Harris RFC and Wayne State University Athletics are not responsible for club equipment or liable for its damage. All club equipment is the responsibility of and must be securely stored by the club.

9. Mort Harris RFC and WSU Athletics reserves the right to deny facility access to persons who abuse the facilities or equipment or fail to comply with any university policies.

Finances and Account Management

Club Sports funds must be used for the benefit of the entire club. Funds for Club Sports Activities will come from the following:

- Membership dues
- Fundraising activities
- Non-deductible donations from individuals and corporations

Budget

Projected budgets for each sport are due prior to the start of the competitive season. Attach as much supporting documentation as possible. The budget should be updated as needed to reflect the current situation of the club. All members should be able to receive a copy of the budget at any time.

Adding Money to Club Account

In order for a club to deposit funds into their account, they must follow this procedure:

1. Make a copy of all incoming checks and keep a ledger of all cash payments
 - Members who paid club dues should receive a receipt
 - Two (2) copies of all checks submitted as well as the original check itself. One copy to remain on file with the Club and the second to be turned into the Supervisor of Club Sports.
2. Fill out a Deposit form. Have the Supervisor of Club Sports sign it.
3. Make a copy of the deposit form and turn in to Supervisor of Club Sports, along with one (1) copy of the checks being submitted.

Withdrawing Money from Club Account

In order for a club to pay/be reimbursed with funds out of the club account, follow the following procedure:

1. If a player is using his/her own funds to purchase on behalf of the team, he/she must first have prior reimbursement approval from the team's officers. Money will not be reimbursed after the fact without prior approval of spending.
2. Fill out a Withdrawal form. Turn into the Supervisor of Club Sports along with any receipts (and W9's if paying a business or non-WSU student/employee who is a new vendor.) *(also complete the New Vendor Form)*
3. Once approved by the Supervisor of Club Sports, the request is then forwarded to Wayne State University Accounts Payable.
4. Checks are processed by the university and can take more than 30 days to be processed.

Purchasing Equipment/Supplies

In order for a club to purchase equipment and supplies, follow the steps below:

1. If a team wishes to purchase equipment or supplies:
 - a. They must give a quote to the Club Coordinator.

- b. The Club Coordinator must verify that there are sufficient funds in the team's account.
 - c. The Club Coordinator will contact the team's Treasurer if the purchase can be approved.
 - d. The team officers will then submit an invoice, W9 and New Vendor Form from the company they wish to purchase from.
 - e. Once all required paperwork is submitted, the request is then forwarded to Wayne State University Accounts Payable.
 - f. Please allow **at least** 30 days for the payment to be processed.
2. **Please Note:** Wayne State University Board of Governors, Wayne State University Athletic Department, and the Mort Harris Recreation and Fitness Center are not responsible for the purchasing, promise of purchase, and intent of purchasing equipment/supplies.
- **The Club/Individual who made the purchase is responsible for all expenses.**
3. Any supplies or products purchased with Club funds **automatically become property of the Club**. Individuals do not personally own the uniform they wear, just because they paid dues. The uniform is property of the Club until such time the Club purchases new uniforms. A procedure for distributing out of date uniforms will be determined through the Club officers. No sponsors or company logos are permitted on any apparel.

Fundraising

Clubs are encouraged to explore all means of fundraising, including but not limited to bake sales, car drives, personal donations, and corporate sponsorship packages. Clubs are encouraged to create a sponsorship package including donation ladders with explanation of services. All sponsorship packages must be approved by the Supervisor of Club Sports, and all corporations must be approved before they are approached for sponsorship. Clubs may not use or receive money for alcohol or drug related activities when fundraising. For example, clubs may not have all you can drink specials to raise funds. Clubs may not make reference to or include pictures of alcoholic beverages or illegal substances, or the name of alcohol distributors in their fundraising materials or anything else club related.

Donations to a Club Sports are not tax-deductible.

Competition Guidelines

Schedules

Each club must submit a game and practice schedule to the Supervisor of Club Sports for approval two months prior to the first game or practice. Schedules not submitted in advance will be approved at the discretion of the Supervisor of Club Sports. Schedules must be approved in order to be considered final. Clubs should schedule home games whenever possible. Clubs are encouraged to schedule away games within a 100-mile radius and should combine matches in a geographical area into a single trip.

Home Competition

Special facility set-up requests must be made in advance with the Supervisor of Club Sports. This includes field markings and court/field setups. These special request must be made at least two (2) weeks before the scheduled competition. Clubs may incur cost for field setup. Club

sports are responsible for securing the appropriate officials for a home contest. Clubs should be concerned with safety at home events. All clubs should have a fully stocked first aid kit at all of their matches and at least two members of the club must be CPR and First Aid certified. Each member of the visiting team must also fill out the visiting team waiver of liability. This waiver must be turned into the Supervisor of Club Sports the first business day following the match. Clubs should immediately notify the Supervisor of Club Sports if any equipment creates a safety hazard and discontinue its use.

Concessions

Food service/concessions arrangements must be made in advance with Supervisor of Club Sports. The university's primary food vendor has the first right of refusal.

Travel Competition

All transportation requests will be submitted along with the club's practice and game schedule. Mort Harris RFC adheres to the Wayne State University department of parking and transportation policies and procedures. These policies and procedures as well as any policies and procedures set by Mort Harris RFC will govern all club travel. The university takes no responsibility for club travel, nor can be held liable if an emergency should occur during a trip to a competitive event or transport to and from practices, games or meetings. Follow the following guidelines for travel competition:

1. The Supervisor of Club Sports will assist clubs with travel arrangements as able.
2. The Supervisor of Club Sports must approve all club travel. International travel requires permission from the Assistant Athletic Director.
3. Unapproved travel will not be eligible for reimbursement from any university account.
4. Clubs must have sufficient funds to cover all travel expenses prior to the trip and reimbursement paperwork (*request withdraw form*) must be on file with the university. Clubs should include all travel expenses in their annual budget
5. All travel forms including travel roster and trip itinerary must be completed and turned into the Supervisor of Club Sports no later than one week prior to the club's departure. Credit load and GPA eligibility will be verified by the Supervisor of Club Sports one day prior to travel.
6. Only approved club members may travel with a club. Coaches and faculty/staff advisers are considered club members for travel purposes.
7. No travel may take place between the hours of midnight and 5 a.m.
8. If a club must cancel a trip, the Supervisor of Club Sports must be notified immediately.
9. Upon return from a trip, the club president must submit a summary of trip events to the Supervisor of Club Sports.

Students must adhere to the student code of conduct at all times when traveling to and from and participating in off-campus competition. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The university shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with university rules and regulations, the direction of university employees, or applicable law.

Travel Vehicles

State law requires that vehicle owners have automobile insurance and Mort Harris RFC requires proof of insurance and proof of auto registration when any personal vehicle is used for team travel. When personal vehicles are for club travel, it is the responsibility of the owner to have the required insurance protection. All clubs must notify the Supervisor of Club Sports if a personal vehicle is to be taken on a club trip and provide proof of insurance and proof of registration. If a car is used by a player but it is registered to another person (parent, sibling, etc.), the auto registration must be accompanied by a letter from the legal owner stating that he/she knows the car is being used for club events and may be used for carpooling purposes.

Club teams may also utilize the university's relationship with Enterprise Rental. Teams are able to rent 10 passenger vans at a discounted rate. In order to be eligible to rent vans, approved drivers must provide a valid Driver's License, proof of auto insurance and go through the training procedures for driving a 10 passenger van. At no time may more than 10 people travel in one of these vans. The rental relationship is exclusively between the club and Enterprise Rental. The university shall not be liable for any damages that may occur when travelling to or from competition, practice, or any other Club Sports related event.

Inclement Weather

Safety must govern all decisions regarding travel to and from a club-related events during inclement weather. Mort Harris RFC reserves the right to cancel travel due to inclement weather conditions.

Club Conduct

Club Sports members are expected to behave in a mature and responsible manner, both on and off campus. Club members must behave in accordance with the club constitution, the Club Sports Handbook and the University Student Code of Conduct at all times. Club conduct must be consistent with the function of the university as an educational institution.

Club sports participants assume responsibility for all player fees and dues. Payments must be made in accordance with Club guidelines. Club Sports and/or the individual members of the club may face disciplinary action for inappropriate conduct or failure to pay club fees while participating in any club activity on or off campus. Disciplinary action will be taken in accordance with the Club Sports handbook, club constitution/guidelines, and the Student Code of Conduct. This includes sanctions up to and including expulsion from the institution. Consumption of alcoholic beverages and any other banned substances is prohibited at any club activity including, but not limited to practice, meetings, team socials, games and travel to and from any event. When traveling for any club event these regulations are in place from the time the individual leaves for the event until the time he/she returns to campus.

The list of behaviors/actions that warrant penalty is not limited to only the listed items. Should another behavior or action occur that is not currently listed, the Club Sports Advisory Council will determine what the appropriate penalty/disciplinary action should be on a case-by-case basis. Failure to comply or abide by Wayne State University policies and procedures may result

in loss of facility use, agency account, the postponement and/or cancellation of all current and future club activities and loss of Club Sports status. If a club does not have available funds remaining for the current year, deductions will be applied for the following year. Any club placed on probation three times in two consecutive academic years will need to dismiss all officers, hold re-elections and apply probationary periods for all members for the rest of the academic year/s.

Hazing

Wayne State University is dedicated to promoting a safe and healthy campus for all students, faculty and visitors. The University recognizes that Club Sports may enhance the learning and growth experiences of the students; however, they should not be demeaned or exposed to harm while pursuing involvement in these activities. Hazing, in any form, by a student organization or members of a student organization is strictly prohibited, and is illegal under Michigan law.

Definitions

1. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
2. Hazing includes, but is not limited to, any of the following:
 - a. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
 - b. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, which subjects the other person to unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
 - c. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
 - d. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
 - e. Any activity that causes physical or mental harm to an individual.
 - f. Wearing any apparel that is meant to be demeaning or disgraceful.
 - g. Depriving individuals of sleep and/or cleanliness.
 - h. Activities that interfere with a student's academic success such as exhaustion, or loss of study time.
 - i. Use of drugs.
 - j. Eating or drinking anything foreign or unusual. This includes alcohol and anything that the individual chooses not to consume.
 - k. Kidnapping, stranding, or transporting anyone.
 - l. Any activity or game that makes the individual the center of humiliation, embarrassment, and/or ridicule, intended to demean the individual.
 - m. Activities that are illegal according to law.
 - n. Activities which are contrary to the policies and rules of the university.

Policy

1. Hazing of any kind is prohibited.
2. It is not in the defense of the accused that:
 - a. The consent of the individual was obtained.
 - b. The activity was not part of the affiliated group, or the permission of the group was not obtained.
 - c. The activity was not a condition of membership or affiliation.
3. Any student, faculty, or member of the University community must immediately report any hazing or hazing related activity.
4. Retaliating of any kind against an individual who reports hazing is prohibited.
5. Making an intentionally false accusation of hazing is prohibited.

Discipline

1. An investigation of the accusations brought forward will be conducted by the members of the Club Sports Council according to the Club Sports handbook and the Student Code of Conduct.
2. Possible sanctions for individual students resulting from the disciplinary process range from a warning to expulsion.
3. Violations of this policy are subject to referral to appropriate law enforcement or University services, as well as to regional and national affiliated offices, for action or prosecution.

Behaviors/Actions that Warrant Club Sanctions		
Infraction	Individual Sanctions	Team Sanctions
Failure to complete/submit waiver forms	No practice or games	\$5/day/delinquent member
Failure to submit roster form		No practice or games
Unauthorized competition or travel <ul style="list-style-type: none"> • Participating in competition without notification and/or submitting proper travel forms. 		1. 1st offense—\$50 fine 2. 2nd offense—\$100 fine 3. 3rd offense—\$150 fine
Reports of poor sportsmanship and/or poor attitude	Team disciplinary guidelines	At the discretion of Supervisor of Club Sports: 1. \$50 fine and club probation 2. \$100 fine, club probation and suspension of game, match, or tournament.

Consumption of alcohol/illegal drugs		1. \$100 fine per person per incident. 2. Club Council Disciplinary Hearing
No representation at Club Sports Council meeting		1. 1st offense -\$10 fine 2. 2nd offense—\$30 fine <i>Suspension/Meeting with Assistant Director</i> 3. 3rd offense—\$100 fine <i>Suspension/Meeting with Assistant Director</i> Rate of fine does not restart with each academic year.
Failure to complete end of the season competition reports		\$25 fine

The Assistant Athletic Director has the right to overrule any decision made by the Club Sports Council.

Community Service

All club sport teams are required to participate in at least one community service project per semester. These community service projects can be set up by each individual team, by the club sports program as a whole, or the teams can use the Mort Harris RFC projects as their community service event. As voted on the by the Club Sports Council, the team that commits the most hours to community service will be rewarded with a \$200 donation from the Club Sports Council budget. This is a yearly award that any active club sports team can win.

Risk Management

It is strongly recommended that each club member have an annual physical exam before participating in any Club Sports activity. All players must submit proof of valid personal, medical health insurance. There are certain risks inherent to participating in any type of physical activity and individuals that participate in Club Sports voluntarily assume these risks.

At least two club members be certified in CPR and First Aid. Certification classes will occasionally be offered through Mort Harris RFC. Clubs should bring a fully stocked first aid kit to all practices and competitions. In the case of inclement or severe weather conditions at a Mort Harris RFC/Matthaei managed facility (heavy rain, lightning, poor field conditions, etc.) the Supervisor of Club Sports or his/her representative may cancel scheduled practices or games to ensure the safety of all participants and spectators of Club Sports.

Emergency Action Procedures

On-Campus

Once an emergency situation has been recognized, calmly enact the Mort Harris RFC Emergency Action Steps.

1. Check the scene, check the victim.
2. Immediately contact WSU Police at (313) 577-2222 (on campus 7-2222).
3. Call to inform the building supervisor and front desk about the situation
4. Care for victim(s) only if you are properly trained and currently certified to provide care.
5. Complete all reports immediately and thoroughly (incident, accident, etc.).
6. Contact the Supervisor of Club Sports immediately.

Off-Campus

1. Call 911 or local emergency number if life threatening.
2. Check the scene, check the victim.
3. Care for victim(s) only if you are properly trained and currently certified to provide care.
4. Complete all reports immediately and thoroughly. (incident, accident, etc.)
5. Contact the Club Sports Supervisor immediately.

Accident Reports

An accident report must be filed with Mort Harris RFC when a participant is injured. All reports must be turned in to the Supervisor of Club Sports within 24-hours of the occurrence or as soon as possible.

Incident Reports

An incident report must be filed with Mort Harris RFC when there are facility problems (i.e. lights not working), when a fight occurs, violation of alcohol policy, or for any situation that is outside of the norm for the activities of the club. All reports must be turned in to the Supervisor of Club Sports within 24-hours of the occurrence or as soon as possible.

Emergency Telephone Numbers

Off Campus Emergence	911
WSU Police.....	(313) 577-2222
Mort Harris Recreation and Fitness Center.....	(313) 577-2348
Robert Latva, Assistant Athletic Director	(313) 993-4378
Melanie Stawkey, Supervisor of Club Sports	(313)577-6712