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This manual has been designed to assist club presidents and officers, coaches and advisors in learning the policies and operating procedures of the Sport Club program. Any questions should be referred to the Assistant Director of Recreation Services, Dave Stewart at 762-9737. All necessary forms are located in the back of this handbook.

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Introduction to the Sport Club Program

Sport Club Philosophy
Recreation Services, a unit of Student Affairs, is comprised of three major programming areas: Recreation Center, Intramural Sports, and Sport Clubs. Recreation Services is committed to offer sports activities to meet students' competitive, recreational, educational, and social needs. The Sport Club program is designed to serve individual interests in sports. Sports clubs are organized and administered by the club members through their elected officers.

As a Sport Club, you are expected to follow all procedures contained in this manual. Club members accept responsibility for their actions at all games, practices, and during travel to and from the game. Although Recreation Services will assist with many organizational aspects to ensure successful administration of your sport, the club members and officers are ultimately responsible to see that all activities are conducted safely and for maximum enjoyment.

The emphasis is on student leadership. Experience has shown that the most successful clubs are the ones with outstanding student leaders. Recreation Services provides encouragement, guidance, and supervision; but in the final analysis the club survives and thrives only by means of student involvement and participation. It could be stated that the program is “for the students and by the students”, under the supervision of the Assistant Director of Recreation Services. This supervision helps insure an effective program in all phases of operation because of the continuity it develops in central planning, implementation, supervision and evaluation of the program.

Governance of Program
The Sport Club teams are governed by the regulations of the Student Government of Kettering University and the Department of Recreation Services. Proceeding, during and following participation, the Sport Club program reflects not only on the clubs, but also on the Department of Recreation Services and Kettering University.

Level of Participation
The program presently sponsors two levels of sport clubs: athletic clubs and recreational clubs. Most athletic sport clubs are organized for the primary purpose of engaging in extramural competition with other clubs, colleges, and universities. Games or matches with high school clubs or teams are not appropriate. All game schedules must have the approval of the Director of Recreation Services.
The Sport Clubs place their major emphasis on acquisition of skills and strategies for their sports. Some outside competition is scheduled, but on a more limited basis. Each club receives professional guidance, and may apply for facility usage and financial support. Members assume full responsibility for the activities of their club. The staff of the Department of Recreation Services will actively work with clubs to ensure that activities are safe and well organized.

**Off Section Participation**

Off section students may participate in club activities, however, they are only allowed to participate as backup or second string players. The first priority of participation is to in-section players.

**Sport Club Personnel**

**Students**
The students comprise the total population of participants in the Sport Club program. They collectively have the responsibility for: writing their constitution and bylaws, determining their membership requirements, establishing their practice and game schedule, selecting and establishing duties of the officers, and ensuring that all activities are administered safely and according to the KSG Rules and regulations, and Department of Recreation Service’s policies. Clubs may recommend coaches and advisors to the Assistant Director of Recreation Services.

**Coach**
The coach may be an undergraduate or graduate student, a full-time staff member, or a non-affiliated individual. Coaches are volunteer help.

**Officers**
Each club must elect officers on a yearly basis. It is strongly encouraged that those clubs who are active at the beginning of fall quarter officers at the end of spring quarter to ensure success of the club. Positions for officers are as follows: President, Vice-President, Treasurer, and Secretary. Each club is responsible for supplying the Department of Recreation Services with the telephone number, addresses, and e-mail addresses of all listed officers. The officers are to coordinate the club’s activities with the guidance of the Director of Recreation Services. Specific duties assigned to each officer are left to the discretion of each individual club. Clubs are encouraged to involve their younger members to leadership positions in order to build an ever developing core of leadership that will remain to promote the club’s activities when active senior are lost to graduation. All club officers will meet at the beginning of year to review Sport Club and University policies with the Department of Recreation Services staff. Failure to attend this meeting may cause the budget to be withdrawn and all club activities to cease.
Faculty Advisor
Each club is encouraged to have one or more faculty/staff advisors. The advisor must file his/her intent to assist the club with the Director of Recreation Services and should provide an address and telephone number where he/she can be reached.

Assistant Director of Recreation Services
The administrative staff member responsible for the program is the Assistant Director of Recreation Services, Dave Stewart, who serves as the official representative of the Department of Recreation Services.

Policies Governing Sport Clubs
Policies governing sport clubs are determined by the Activities Council and Operations Council of KSG with assistance from the Director of Recreation Services.

Sport Club Administrative Services

Office Hours for the Assistant Director of Recreation Services
The Assistant Director of Recreation Services will be available from 9 a.m. - 5 p.m. Monday through Friday. Individuals should make appointments with the Assistant Director of Recreation Services by calling (810) 762-9737 or e-mailing at dstewar1@kettering.edu.

Office Services
The Assistant Director of Recreation Services will provide recognized Sport Clubs with basic administrative services to assist in their operation as much as possible.

Copying Services:
Department of Recreation Service and Student Activities: Upon request, clubs may make up to twenty (20) copies at one time.
Print Shop: If clubs need 21-500 copies, complete a printing request form, available from the Assistant Director and have it approve by the Assistant Director. Please allow two (2) working days for copies to be processed. Copies can be picked up in the Recreation Center. All copies must be for official club business.

Clubs that use printing services to solicit participation advertise game schedules, or other promotion materials must have approval from the Assistant Director of Recreation Services and KSG prior to posting materials. Flyers are expected to be typed and prepared on a computer which creates a tasteful and positive reflection of the club.
Important Numbers
Mike Schaal, Director: (w) 762-9733 (c) 845-0487
David Stewart, Assistant Director: (w) 762-9737 (c) 287-7510

Mailboxes
Mailboxes for each club are provided in the Student Life Office. Letters, letters of interest from other students, campus mail, phone messages, and notices from the Assistant Director of Recreation Services will be placed in your box. Mailboxes should be checked weekly. Clubs needing to mail out schedule information or any materials pertinent to the operation of the club can submit the information to the Student Life office to be copied, printed, and mailed. Club members are responsible for stuffing and addressing envelopes. The mailing address for the institution is as follows:

{Club name} Sport Club
Kettering University
Student Activities
1700 University Ave.
Flint, MI 48504

Postal Services
Clubs may send mail on a limited basis as your budget allows. Typical mailings include: letters, contracts, tournament announcements and entry forms, tournament results, etc. Mail must be typed (handwritten mail will be returned to your club box). Clubs not utilizing campus postal services will not be reimbursed.

Telephone/Fax Services
Long distance phone calls concerning sport club business can be made in the Recreation Center or Student Life Office. Calls made on personal phones can not be reimbursed. Arrange telephone use with the Assistant Director of Recreation Services during office hours. Clubs must have specific and legitimate business to discuss. A fax machine is available to sports clubs for official business. Complete a fax cover sheet and submit documents to be faxed to the Assistant Director of Recreation Services for approval and services. The Recreation Center fax number is (810) 762-9730. The Student Life Office fax number is (810) 762-9582.
Sport Club Checklist

**Beginning of Each Term**
- Complete and submit Waivers of Risk and Release forms for all members prior to participation in club activities.
- Update officers with an Officer Update form. (KSG)
- Submit roster of Club Members for eligibility checks.
- Submit club schedules and facility requests for practices, tournaments, meetings, and officials.
- Attend mandatory President Training and acquire a manual.
- Update constitutions.
- Request equipment check-out date.
- Check mailbox.
- Submit additional budget requests for Battle of the Bucks to KSG by date established by Finance Council.
- Submit League affiliation dues.
- Submit field lining request.
- Schedule appointment for swim testing (aquatic related clubs).
- Submit request for coaches, instructors, and/or advisors.

**End of Each Term**
- Submit Officer Update form for new term.
- Request equipment check-in date.
- Turn in request for facilities.
- Conduct elections for next year. Complete Officer Update form.
- Submit budget requests.
Organization and Membership

Mission Statement
The Department of Recreation Services is a Division of Student Life, which is under the direction of the Vice President for Student Life at Kettering University. The Department provides facilities and programs to meet the recreational activity interests of the Kettering University community. Users are entitled to these services on a non-discriminatory basis. Sport Club membership is non-discriminatory. Kettering University continues its policy of non-discrimination on the basis of sex, race, religion, color, age, national origin, ancestry, and disability in compliance with all Civil Rights related laws, in all services, activities, and programs under its sponsorship.

The ultimate goal of the program is to convey to the Kettering University community the joy and exhilaration that can be experienced by making regular recreational activity an element of daily life. To reach this goal the staff provides opportunities to learn new skills, games, and activities. Opportunities are offered to explore one’s limits, experience achievement, and practice wholesome stress-management techniques. Activities regularly promote social interaction within the culturally diverse University community. Opportunities abound to support and enhance the educational mission of the school. Students are continually challenged to examine their values and life choices in the search to build a meaningful identity and understanding themselves and others. The numerous competitive and cooperative interchanges provide an ideal climate for learning to respect the dignity and worth of the individual, as well as the importance of team development. Students and student development are the focus of the Department of Recreation Service’s programs. The broad variety of activities provides challenging leadership experiences for students in a limited-risk environment. The Department of Recreation Services provides numerous opportunities for students to step into positions of leadership, accept increasing levels of responsibility, and continually hone human relations skills.

Definition of Sports Clubs
A Sport Club is a registered student organization under the direction of KSG and the Department of Recreation Services, which provides a program of instruction, recreation, and/or competition in a specific sport or recreational/physical activity.

Purpose of Sport Clubs
Kettering University recognizes that the purposes of Sport Clubs are:

1. To introduce students to new activities.
2. To continue and enhance skills.
3. To develop student leadership.
4. To provide opportunities for student to develop positive interpersonal relationship.
5. To promote an appreciation for diversity.
Criteria to become a Sport Club
In order to become a sport club a group must first be recognized as a KSG club by Student Government. The procedures for club recognition are outlined in the KSG Statements of Policy (B-006-06/20/94). The staff in the Student Activities Office, RM. 3-100, Campus Center, (762-9871) will answer your questions and assist you with this task. Once the Student Government approves your group, the club president is to meet with the Assistant Director of Recreation Services at the Recreation Center. Items that will be discussed at this time are, but not limited to, the following: risk management, available facilities, cost associated with club, and the availability of qualified coaches.

Sport Club Officers
All league mailings and information pertinent to the organization and administration of club activities are to be sent directly to the club president with copies to the Director of Recreation Services at the school address. Due to the change of student leaders from year to year, information sent to student addresses frequently does not reach the correct person. As a result, clubs miss out on prompt payment of dues, reduced entry fees, tournaments, and numerous other informational items. Each club is responsible for supplying the Activities Council chair and the Director of Recreation Services with the telephone numbers and addresses of all its officers. Potential members and other inquiries are referred to these individuals on a regular basis. Updated information is required to promote the administration of club activities between the office staff and club officers. Be sure to update your club list once a term or when new officers are elected, or individuals change their address or telephone information.
Eligibility of Participants
All club members must be students currently classified as a student by the Registrar of Kettering University. Clubs that participate in leagues must abide by the league eligibility standards. Such standards may require all participants to be full-time undergraduate students. Any participant in a competitive club sport participating in a league must meet a minimum GPA of 2.0 in order to conform to the school standards for good standing. (Exception: clubs attached to a National organization must maintain the GPA standard established by that association, if higher). Students not meeting this standard may practice with a club but they are prohibited from competing in scheduled competitive matches including scrimmages. These established standards would change if the school standards were adjusted. Students ineligible during an academic quarter will not be eligible until the beginning of the next quarter. Club participants who have league or insurance requirements may not participate until all forms and obligations have been completed.

Certain club classes may allow for non-students to participate with club members. Instructional classes held at the Connie and Jim John Recreation Center is open to Rec. Center members and their guests as long as their participation does not affect club costs or prohibit student participation. Members of the Kettering community (off-section students, faculty and staff) may participate in off campus practices as long as their participation does not affect club costs or prohibit on-section student participation. Only on-section student who meet the above eligibility may participate in competitive contests, scrimmages included. Approved student vs. faculty/staff games are an exception.

Medical Exam and Health Insurance
All club participants are encouraged to have a yearly medical examination at their own expense, prior to their individual participation in any club activity. All club participants are urged to carry health insurance and are responsible for all expenses related to all injuries and therapy. Some clubs are required by league affiliation or National organizations to complete forms verifying health and medical insurance. Participants not completing forms will be ineligible to participate.

Assumption of Risk and Waiver
Each club member must read and sign a release form prior to any participation in practice or competition with any club sport. Any club sport participant under the age of eighteen (18) years must have a parent’s signature. The president is to collect all forms and return them to the Department of Recreation Services at the beginning of the club's practice season and upon entry of new members into the club. Members without a current form on file are prohibited from participating. Forms are located in the back of this handbook.
**Roster of Members**
Each club president is to submit to the Department of Recreation Services an updated roster filled out completely at least two (2) weeks in advance of the beginning of the competitive season for that club. This form is required in order to do eligibility checks and to maintain participation records. The addition of a previously unlisted member must be filed with Department of Recreation Services through the Director prior to participation.

**Constitutions**
Every sport club is required to have a Constitution approved by KSG. The constitution is the framework of the club and expresses the fundamentals of the club’s existence. A sample constitution is contained in the appendix.

**Code of Conduct**
Participants, coaches, advisors and trainers are representatives of the school. As representative they are expected to act and dress in a manner which reflects positively on the school. The Department of Recreation Services supports and enforces the school policy on Drug and Alcoholic beverages. The use of illegal drugs or alcohol in conjunction with practices, competition, or travel is strictly prohibited. Any person or team in violation with this policy will be suspended and a hearing, as per the Kettering University Code of Conduct, will be held to determine appropriate action. The Alcohol/Drug and Code of Conduct statement policy is contained in the Kettering University Code of Conduct. All incidents are to be reported by an officer to the Assistant Director of Recreation Services by the next business day after the incident occurred. Any coach or participants ejected from a contest for unsportsmanlike conduct are suspended from further participation until they meet with the Assistant Director. Further suspension may occur, depending on the nature of the incident.
Leadership Roles

President’s Responsibilities
In addition to the duties outlined in the club constitution, each Sport Club’s President is responsible for the following:
✓ Serve as a liaison between the club and the Activities Council chair and the Director of Recreation Services.
✓ Operate the club in compliance with the policies of the Sport Clubs.
✓ Assist in providing and informing newly elected presidents of policies and procedures.
✓ See that all members have a completed Assumption of Risk and Release on file with the Director of Recreation Services.
✓ Submit a current list of club members, officers, and advisors.
✓ Meet financial obligations incurred as a club.
✓ Regularly collect club mail from the Student Activities Office.
✓ Furnish copies of the clubs practice and game schedule to the Department of Recreation Services.
✓ Arrange swim test when required.
✓ Submit travel forms prior to leaving for destination.
✓ Complete and submit Injury Report immediately for an injury that occurs during any Sport Club related activity.
✓ Report the results of all club competitions.
✓ Update the club Constitution.
✓ Attend the Sport Club Mandatory Officer Workshop. ***
✓ Inform new members of Policy.
✓ Attend all Activities Council Meetings.

Vice President’s Responsibility
✓ Assist the President with assigned duties.
✓ Encourage participation of all club members in club related decisions.
✓ Assume role of President in the event of their absence.
✓ Attend the Sport Club Mandatory Officer Workshop. ***

Secretary’s Responsibility
✓ Primarily responsible for scheduling extramural competitions.
✓ Maintain minutes of official meetings.
✓ Publicize club activities.
✓ Keep organizational records.
✓ Other administrative duties assigned by club President.
✓ Attend the Sport Club Mandatory Officer Workshop. ***
Treasurer’s Responsibility
✓ Maintain club accounts.
✓ Maintains record of receipts and expenditures.
✓ Submits bills and other necessary payments to the Activities Council.
✓ Ensures club moneys are properly used.
✓ Prepares budget report in conjunction with President, Vice President and Secretary and submit it to the Activities Council Asset Manager and the Director of Recreation Services.
✓ Know the rules and regulations governing the financial and budgetary procedures.
✓ Initiate and ensure that club members assume responsibility for expenditures.
✓ Other administrative duties as assigned by the club President.
✓ Attend the Sport Club Mandatory Officer Workshop. ***
✓ Attend the Sport Club Treasurer’s Workshop.

*** Attendance at the Summer (A-Section)/Fall (B-Section) Meeting is required by all officers prior to eligibility for participation.

Hazing
Kettering University and the Department of Recreation Services support autonomy of its student organizations within the established rules and regulations as outlined in the Kettering University Techmate. Hazing is not permitted and is defined as an act for initiation that may cause or create an unnecessary risk to physical or mental health.

When a student organization is found to be involved in hazing activities, the Department of Recreation Services and the University shall have the authority to initiate disciplinary actions.

Coaches/Instructors and Faculty Advisors

Coaches/Instructors
Coaches for the Sport Club program are volunteer positions. The contract for Coaches and Instructors is contained in the appendix.

Request for Coach/Instructor
Coaches/Instructors may be recommended by team members and/or an advisor and are appointed and released by the Operations Council with the approval of the Director of Recreation Services. Interested coaches must submit a resume and certifications prior to an interview.
Coaches Responsibility
The coach/instructor primary role is to provide formalized instruction. Coaches share responsibility for players’ conduct during and en-route to and from all events.

It is strongly recommended that all coaches, faculty advisors, or other volunteers have medical insurance. The University does not have medical insurance for volunteers and is not responsible for any injuries that may occur. Kettering University’s general liability insurance does cover volunteers such as sport club coaches for injuries or property damage to others that are not intentional. Any injury or incident, which may cause a potential claim for damages, should immediately be reported to the Director of Recreation Services.

Campus Privileges
Coaches will receive a recreation pass to allow them into facilities for practice and conditioning sessions.

Faculty Advisor
The advisor is chosen and approved by the members of the club. The advisor must be a full time faculty or staff member at Kettering University. The advisor should be helpful in providing continuity, advising, counseling and supervision. The advisor should be able to go on any overnight trips that the club may have. Advisors may be required to travel with clubs to away games to ensure compliance with policy. Failure to secure such an advisor may result in dissolution of the club.

Facilities
Scheduling
All areas needed for practices and contests must be scheduled through Recreation Services. The forms facility reservations are available at the Recreation Center and online. Clubs must have approved facility reservations in order to use Kettering University’s fields or buildings. It is recommended that all clubs have their facility pass with them when they practice or compete. This will assist in solving any concerns that may arise. Reservations are to be requested at least two (2) weeks in advance. Standing reservation times for practices should be requested at the end of the spring quarter for the next academic year. The coach and officer, captain or advisor must be present to supervise club members at practices. Due to the demand for limited facilities, it is advisable to submit requests at the earliest possible dates.
Field/Facility Usage
Priority for field usage will be determined by the following factors: in season clubs, longevity of club existence, and if the request is made by the deadline. Whenever possible, teams will share facilities. Due to multi-use outdoor playing fields, and a concern that damaging fields could impact your club’s activities on that field, clubs are encouraged to use good judgment as to whether to play or practice during inclement weather. Clubs that use outdoor facilities may want to schedule back-up indoor facilities for practice.

Approval of Other Facility Areas
Facilities not listed above need to be requested through the Assistant Director of Recreation Services and may be approved pending an evaluation of their condition, close proximity to emergency care, and existence of an emergency action plan.

 Locker Room Facilities
Clubs hosting events at Kettering University should request locker room facilities through the Assistant Director of Recreation Services. Spikes or other athletic shoes which will mark, damage, or have collected excessive soil should not be worn into indoor facilities.

Equipment

Personal Equipment
All equipment of a personal nature is the financial responsibility of the participant (shoes, supports, pads, mouth guards, etc.). KSG provides basic team uniforms or shirts when sufficient moneys are available, as determined by the KSG Budgeting Committee.

Equipment Procedures
Equipment purchased for or donated to the sport clubs is owned by KSG, stored, maintained, and issued by the officers of the club with the assistance of the Assistant Director of Recreation Services.

Check-Out
When an individual has signed their release form and has been designated as a team member by the coach/officers, the officers must submit a request for equipment to the Director of Recreation Services in the Recreation Center. To facilitate distribution, the Director of Recreation Services by way of the sport club President will distribute all equipment at a mutually convenient time. Since students are signing contractual obligations for the equipment, under no circumstances will equipment be signed out by any person other than the person who will be using it. Individuals with special scheduling problems need to contact the Assistant Director of Recreation Services to make alternate pick up arrangements. University equipment and property is to be used in conjunction with University sponsored events only.
Check-In
Equipment is due according to a schedule posted by the Assistant Director. If the equipment is not returned on time, the individual's name will be added to the Recreation Center's delinquency list. Also, access to the Student Recreation Center and other facilities may be denied. Equipment not returned will be billed at full replacement cost. Additional items will not be checked out to any person with outstanding equipment or fines and the privilege of using club equipment will be revoked.

All items checked out are the responsibility of the individual. Do not lend or give your equipment to other individuals or transfer the responsibility to return equipment to another person.

Equipment Deposits
In order to ensure equipment return in a timely fashion, a minimal equipment checkout deposit may be required. Checks made out to Kettering University or cash are accepted. Deposits will be returned if no loss or damages occur, when equipment is returned by announced check-in dates/times. Checks will not be deposited unless the equipment is delinquent.

Inventory
Inventory must be completed at the end of each term. Inventories must be turned in to KSG and the Assistant Director of Recreation Services in order to receive KSG funds for the following term.

Program Safety

First Aid Response Procedures
In the event someone is injured the Coach or President must fill out the form completely and file it with the Department of Recreation Services by the next morning, Monday if it occurs on a weekend. Serious injuries should be reported immediately by telephone to the Director of Recreation Services. Appropriate phone numbers will be provided to each club. This procedure applies to games and practices alike. Injured individuals at on-campus practice sites can be assisted by Campus Safety (x9501) or Recreation Supervisors. Facility, office, and emergency telephones are available for calling assistance. Teams practicing off campus need to check with the facility manager regarding emergency procedures at their site.

It is advisable that you use prudent and discrete judgment in your application of care to an injured individual in the sport club program. With the potential of exposure to blood-borne pathogens, (HIV and Hepatitis B) during a bleeding situation specific engineering and work practice controls should be followed.
The immediate chain of command for implementing these procedures will be for club officers to immediately assess the situation and/or contact Campus Safety to assist. A written accident report must be submitted for all injuries (no matter how minor) and filed with the Director of Recreation Services.

With a large number of participants involved in the sport club program, there will be accidents and injuries. When an injury does occur, the following standard first aid procedures should be assessed:

1. Stop competition or practice immediately.
2. Direct Facility Manager/Sport Supervisor and/or certified responder, if available, to area of incident/accident.
3. Assess the situation and determine minor or major injury. When in question on a head injury, assume a major injury.
4. Contact campus security for assistance (x9501).

**Minor Injury** - (abrasion, sprains, and strains, etc.)

1. Carefully survey the scene and survey “ABCs”.
2. Assess the situation and send someone to notify the club officer.
3. Prepare yourself for occupational exposure of blood-borne pathogens by using the engineering and work practice controls.
4. Provide basic first aid procedures.
5. If the person cannot move under his/her own power or seems to be seriously injured, ask the person the following questions:
6. Can you move on your own free will?
7. Do you want someone to call the dispatcher for an ambulance?
8. CALL Campus Safety (x9501) for a minor injury situation such as sprains, lacerations where an individual may need to be transported to the dorm, health services or hospital (not requiring ambulance assistance).
9. If necessary, attempt to notify family and/or friend.
10. Gather personal belongings and place in bag and keep near the injured participant.
11. Record accident on “Accident Report Form” (no matter how minor) and submit the Director of Recreation Services by the following day.
12. Record the time of all phone calls and every action taken in response to the accident.
13. If an individual refuses treatment, have them sign the “Refusal of Service” on the bottom of the accident form.
14. Encourage all injured participants to seek further assessment of the injury and the Student Medical Services.
15. In case a participant does require medical assistance, the club officer in charge of that sport must contact the participant by phone with a follow-up call on their condition the next day. Members with injuries of a serious nature (broken neck, paralysis, head injuries) will be contact by the Director of Recreation Services.
Major Injury:
In an EMERGENCY OR LIFE THREATENING SITUATION such as the following:
- Heart Attack
- Unconsciousness
- Strokes
- Fractures
- Chest Pains
- Seizures
- Reactions
- Dislocations
- Difficulty Breathing
- Diabetic Insulin
- Drowning
- Profuse Bleeding

AND FOR ANY OTHER SERIOUS INJURY THAT REQUIRES AMBULANCE TRANSPORTATION TO A HOSPITAL.

1. Render Basic Life Support (cardiopulmonary resuscitation) and first aid if needed.
2. LIFE THREATENING EMERGENCIES CALL X5555 or X911 Campus Safety.

Provide the following information to emergency staff:
- Name.
- Description of emergency - name, age, sex of victim.
- Type of injury, description of injury.
- Remain with the injured participant until the Medics are on site.
- Red Cross General First Aid Procedures.

YOU SHOULD BE THE LAST PERSON TO HANG UP THE PHONE.
This allows the emergency staff to confirm the information given.

3. Check for breathing and give rescue breathing. Mouth to mouth resuscitation mask provided in medical kits.
4. Stop bleeding with continuous direct pressure.
5. IN THE EVENT 911 is called, the Assistant Director of Recreation Services, Dave Stewart, must be contacted at either their office or home as soon as possible.
6. Other instances where the Assistant Director of Recreation Services should be contacted immediately:
- Death
- Suicide Attempt
- Riot/Serious Disruption
- Rape
- Use/Presence of Weapons
- Threatening Behavior
- Serious Damage
- Media Coverage
- Serious Injury
- Assault/Harassment
- Racial or Cultural Conflicts
- Event out of Control
- Arrests
- Hospitalization
- Mental/Emotional Incident
- Rental Vehicle Breakdown or Accident
Accidents During Off Campus Competition

It is the club's responsibility to ensure that all away games, matches, or contests are conducted safely. You should be aware of the emergency action plan at away venues. As a club officer and a responsible person, you should evaluate the playing conditions, emergency action plan, and determine if the competition can be conducted safely. Clubs are encouraged and welcomed to use the telephone in the Student Recreation Center to make calls and inquire about this information before participation. A written accident form must be completed and the Director of Recreation Services must be contacted immediately in major injuries requiring hospitalization.

Facility Safety Procedures

If an accident should occur, it is very important that sport clubs know the proper procedure for care. It is the responsibility of each club to insure that all activities are conducted in a safe environment and proper manner.

A standard procedure has been identified for each facility:

1. Make sure the field/gymnasium is in a safe condition before conducting practices or competitions. (Bottles, cans, metal, or any object protruding from a facility or piece of equipment, unsecured equipment, ample space around field/court, etc.). If any unsafe conditions exist, notify the Director of Recreation Services, Mike Schaal, no later than the next day so repairs can be made.
2. Make sure the medical kit is at all practices and competitions.

Tornado and Inclement Weather (rain, snow) Procedures:

Tornado Watch - Although the actual condition in the area may not be presently threatening, there is a strong chance of dangerous winds, maybe a tornado.

Tornado Warning - A tornado has been sighted, go to immediate shelter.
The Department of Recreation Services can provide weather information. Contact (810) 762-9732 and ask office assistance to provide information on weather conditions.

Indoor Facilities
Shelter areas should keep all participants away from outside windows and doors.
Areas recommended are locker rooms, restrooms, and corridors.

Procedures for response:
1. Terminate all activity and evacuate the area to designated shelter areas.
2. Urge participants to keep away from outside walls and glass.
3. Avoid areas with large unsupported ceilings, such as gymnasiums and pools.
4. No one should leave the shelter area until a period of ten (10) minutes has elapsed or dispatcher has announced an “all clear”.


Outdoor Facilities
In the event of inclement weather while outdoor games are going on.
1. Terminate all activity and have all team members and visiting team members along with the spectators go to the Recreation Center.
2. As the club President you are to make sure that all club members have taken proper cover.

Fire/Evacuation Procedures
Presidents and officers are to see that their members evacuate the building even if they know the alarm to be false. The best evacuation route is the nearest stairway in a building in the event of a fire. If a fire is suspected the building should be evacuated and Campus Safety should be contacted (x9501).

Engineering and Work Practice Controls for Blood Exposure/Hepatitis B Awareness and Procedures
Blood-borne Pathogens - Means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Immunodeficiency virus (HIV).

The unpredictable and emergent nature of exposures encountered by sport club officers, trainers, and participants may make differentiation between hazardous body fluids and those which are not hazardous very difficult if not impossible. For example, poor lighting may limit the responder’s ability to detect visible blood in vomitus or feces. Therefore, when encountering body fluids under uncontrolled emergency circumstances in which differentiation between fluid types is difficult, if not impossible, they should treat all bodily fluids as potentially hazardous.

1) Use gloves during an exposure incident. When a participant is bleeding you should always take precautions.
   The following general guidelines are recommended:
   a) Use sterile gloves for procedures involving any contact with any individual who is bleeding. Gloves are located in the medical kits provided.
   b) Use examination glove of procedures involving contact with mucous membranes, vomitus, and saliva (if blood is present).
   c) Change gloves between contacts.
   d) Do not wash or disinfect surgical or examination gloves for reuse. Washing with surfactants may cause “wicking”, i.e., the enhanced penetration of liquids through undetected holes in the glove.

2) Hand Washing
   Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood, other bodily fluids which universal precautions apply, or potentially contaminated articles.
   a) Hands should be washed after gloves are removed, even if the gloves appear to be intact.
b) Wash hands with warm water and soap.

c) Waterless antiseptic hand cleanser is available in the medical kits and should be used when hand-washing facilities are not available.

3) Cleaning and decontaminating spills of blood

All spills of blood and blood-contaminated fluids should be promptly cleaned up using the EPA-approved germicide or a 1:100 solution of household bleach in the following manner while wearing gloves. Items are located in the medical kits.

a) Visible material should first be removed with disposable towels or other appropriate means that will ensure against direct contact with blood. The areas should then be decontaminated with an appropriate germicide.

b) Soiled cleaning equipment should be cleaned and decontaminated or placed in the red/orange biohazard bags and disposed of at the Recreation Center. Biohazard bags are available for removal of contaminated items in the medical kits provided.

4) CPR and Rescue Breathing

Pocket mouth-to-mouth resuscitation masks designed to isolate emergency response personnel (i.e., double lumen systems) from contact with victim’s blood and blood contaminated saliva, respiratory secretions, and vomitus are in the medical kits provided. Once it has been used place in biohazard bags and dispose of it at the Recreation Center. Notify the Assistant Director of Recreation Services of its use and request for a new one.

5) Documentation of Exposure

Following an exposure incident, the sport club officers must submit an accident form (in appendix) including the following elements:

a) Documentation of the name of person exposed, route(s) of exposure, and the circumstances under which the exposure incident occurred.

b) Identification and documentation of the blood source individual.
Travel

Scheduling Away Competitions
All scheduling and activities must be coordinated with or approved by the Director of Recreation Services. Only individuals authorized by the Director of Recreation Services are allowed to make scheduling contacts. When possible an equal number of home and away contests should be scheduled. Teams of similar ability are to be scheduled. Budget limitations may require that competition be scheduled within a 250-mile radius and that no more than 10 contests be scheduled for a season. Special requests for travel outside the 250-mile radius are considered on the merits of the club request, there are risks associated with travel. If the weather conditions are hazardous, for instance heavy snow fall, it is recommended that clubs call the opposing team before leaving to inquire about cancellations. If the contest is not canceled, clubs should use good judgment in traveling. If in doubt - DO NOT GO!

Travel Authorization
All clubs must have written Kettering University approval two (2) weeks prior to taking any road trips. When a club’s schedule has been completed, an officer must submit a written list of trips to be taken including the following: destination, date and time of departure, date and time of return, number of participants traveling, and number and type of vehicles to be used (rental or private). This list is submitted to the Assistant Director of Recreation Services for approval and “authorization to travel” forms are filed with the University for approval of each trip. Failure to file for travel authorization will result in non-reimbursement of expenses and also can result in suspension of travel privileges for the club. Recreation Services Staff will determine if any event requires a Kettering University faculty/staff advisor in attendance.

Travel Forms Required:
The Assumption of Risk and Agreement
This form is required by all individuals prior to participation with the club. The form includes a travel release statement. Copies of this form are located in the appendix.

Travel Rosters
Clubs must file a travel roster for every trip. Travel rosters must be turned in with identification forms prior to departure. Copies of this form are located in the appendix.

Travel Insurance Forms
All drivers must complete these forms and have them filed with the Director of Recreation Services prior to departure.
Personal Vehicles
All individuals traveling in private vehicles must sign on a travel insurance form and/or travel roster form prior to all trips. All private vehicles must carry insurance on the vehicle and passengers. Drivers/Owners must furnish proof of insurance to the Department of Recreation Services staff or the vehicles cannot be used for club trips. Participants traveling on their own will not receive any reimbursement for trip expenses.

Drivers
Drivers must hold a driver’s license recognized as valid for the operation of motorized vehicles. Individuals who have consumed alcoholic beverages, illegal drugs or prescription drugs that warn of hazards of operating a motorized vehicle during use are strictly prohibited from driving. All drivers are expected to observe all traffic regulations and safe operating procedures. Drivers who are ticketed and/or fined on club trips are responsible for the payment of the fines and are prohibited from driving groups for future club trips.

Travel Party
Only approved club members, coaches, advisors, and chaperones are to travel with the club. Any unauthorized passengers taken in private vehicles are taken at risk of the car owner. Unauthorized passengers are identified as friends, siblings, girl/boyfriends, and any other persons with no direct relationship to the club.

Rented Vehicles/School Vehicles
Rental arrangements must be made in advance with the Director and rental agency. Expenses must be approved before reservations are made or they may not be reimbursed.

A club’s faculty advisor may request a school vehicle for club use. The faculty advisor must make the reservation and must accompany the members on trips with a school vehicle. No school vehicle will be available to club members only.

All vehicle arrangements must be made through the Department of Recreation Services staff. Vehicles must be signed out and picked up at the Campus Center by the faculty advisor. Check vehicles carefully for damage before check out.
Emergency Procedure Plan for Accidents
In the event of an auto accident when on a road trip, check to be sure everyone is uninjured and removed from areas that present further risk of injury. Get assistance for those who might be injured. Always file a written report with the police or highway patrol. If using rental vehicles, call the agency to see what procedures they wish you to follow in regards to towing, repair, etc. (phone numbers are located on the contract). If using personal vehicles the owners are responsible for all costs and decide what procedures they wish to follow. If there are any personal injuries call Campus Safety (810) 762-9501, after getting assistance for the injured and have the dispatcher notify the Director of Recreation Services with the necessary details.
For all accidents, use the Emergency Procedure plan located in all Kettering vehicles or given to officers at the time of departure. It is important that you document in writing at the time of the accident with the following information: specific location, involved vehicles identification (license, driver’s names, addresses, telephone, insurance company and policy #, vehicle make), specific area of damage on all vehicles, injured parties, names, telephone numbers, type of injury suspected, passengers and witnesses name and telephone numbers, any special circumstances associated where a copy of the accident report can be requested. Upon return to campus a written report concerning the accident must be filed with the Director of Recreation Services within 24 hours.

Travel Reimbursement
Travel expenses to be reimbursed are limited to gas, oil, and tolls. Receipts with date and amount are needed to receive repayment of expenses. Entry fees and lift tickets paid at the site by club members are repaid only with appropriate receipts including date, location, and number of people being paid for. All receipts submitted for repayment must include the name, address and telephone number of the person to receive the repayment money. Gas repayments must also include a list of club members who traveled in the vehicle for which gas is being reimbursed. Coach’s expenses can be reimbursed up to allowable Kettering University amounts. Coaches must submit all receipts within two (2) days of the trip.

Travel for Opponents
Clubs hosting competitions at Kettering University can receive directions and hotel information from the Director of Recreation Services.

Hotels and Motels
The Sports Club budget may pay for any motel or hotel costs. All overnight arrangements and expenses are to be budgeted through KSG policies. Clubs needing to make arrangements for overnight accommodations can request use of the Department of Recreation Services telephone, during office hours, to make long distance calls. Any damages or unpaid expense to a hotel or motel are the responsibility of the club members. Clubs will face disciplinary measure if any such incident occurs.
Publicity On/Off Campus

Printed Publicity
All flyers need to be approved by the Director of Recreation Services and stamped approved by the Student Activities Office, third floor Campus Center. Materials to be posted are to be in accordance with Posting Policies available in the Student Activities Office.

Other Forms of Publicity
“The Technician”
Clubs are encouraged to write their own articles for submission to the Technician. Those who make direct contact with the sports editor seem to have the best success in getting articles printed.

Financial Budgetary Planning

Budget Request
Each club is required to submit a budget request by the 5th week of the current term in order to be considered for funding from the Student Government. Budget deadlines are set by Finance Council and may vary from term to term. Failure to complete the request can result in the club losing active status, reduction of funds, and/or not receiving funds for the next term. The KSG Budgeting Committee determines allocation of funds.

Expenditures of Funds
All moneys granted to the Sports Club program are for the benefit of the total club program. Funds are to be spent according to the policies and procedures established by KSG. The KSG Budgeting Committee will redistribute excess funds each term. Any questions regarding funding may be directed to the Activities Chair, Asset Manager, or Director of Recreation Services. If a club feels it has a special need that has not been met, the club officers should submit a written request to the Operations Council. Each request will be considered along with the priorities established by KSG.