Autumn Quarter 2013: September 25 - December 13

Club Sports - Register your club by attending a Student Organization Orientation Session or registering online (depts.washington.edu/SAO). Contact the Student Activities Office (206) 543-2380. (Student Activities Office, HUB 232)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>September 20 – 28</td>
<td>Dawg Daze</td>
</tr>
<tr>
<td>September 25 &amp; 26</td>
<td>Student Activities Fair (206) 543-2380 10:00am - 3:00pm, Red Square</td>
</tr>
<tr>
<td>September 16 - 4</td>
<td>Club Sports President’s Orientation with Club Sports Coordinator</td>
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| October 25         | **Student Organization Registration due, Student Activities Office**              |
| October 25         | **Copies of Club Constitution and Student Organization Registration Application due, Club Sports Office** |

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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>November 1</td>
<td>2014-2015 Annual Budget Request forms available, Club Sports Office</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day Holiday</td>
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<tr>
<td>November 28-29</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>December 2</td>
<td>2014-2015 Budget Requests due</td>
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<tr>
<td>December 6</td>
<td>Club Equipment due (last day of instruction)</td>
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<td>Autumn Quarter 2013 Activity Report due</td>
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Winter Quarter 2014: January 6 - March 21

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<th>Date</th>
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<tr>
<td>January 20</td>
<td>Martin Luther King Jr.‘s Holiday</td>
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<tr>
<td>January 31</td>
<td>Spring Quarter 2014 Facility Requests due</td>
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<tr>
<td>February 17</td>
<td>President’s Day Holiday</td>
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<tr>
<td>March 14</td>
<td>Club Equipment due (last day of instruction)</td>
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<td>Winter Quarter 2014 Activity Report due</td>
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Spring Quarter 2014: March 31 - June 13

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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>May 2</td>
<td>Summer Quarter 2014 Facility Requests due</td>
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<tr>
<td>May 26</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>June 6</td>
<td>Club Equipment due (last day of instruction)</td>
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<td>Spring Quarter 2014 Activity Report due</td>
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Summer Quarter 2014: June 23 - August 22

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<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July 4</td>
<td>Independence Day Holiday - Closed</td>
</tr>
<tr>
<td>July 14</td>
<td>Autumn Quarter 2014 Facility Requests due</td>
</tr>
<tr>
<td>August 15</td>
<td>Club Equipment due (last day of Instruction)</td>
</tr>
<tr>
<td></td>
<td>Summer Quarter 2014 Activity Report due</td>
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Welcome

Welcome to the Club Sports Program at the University of Washington. Through participation in sports and fitness activities, the Department of Recreational Sports Programs works to encourage a healthy student life environment. Club sports represent one of several ways that students can enjoy the spirit of competition, the opportunity to learn a new sport or simply to participate in the recreational and social activities available through the club program.

Typically, 34-36 clubs are active each year, many of which offer competition against other local clubs, institutions and sport organizations. Most clubs offer instructional activities associated with their sport. Club members and officers also gain valuable educational experience in developing, organizing, administering and managing club activities and events.

I also believe that participation in regular sports and fitness activities will contribute significantly to a student’s personal well-being and their academic goals. “The Club Sports Handbook” has been prepared as a guide and reference to assist club officers and members in the conduct of their activities. It is intended to be a supplement to “The Student Organization Handbook,” published by the Student Activities Office. Please take a moment to familiarize yourself with the policies and procedures in these handbooks.

It is my hope that all club members will gain valuable and rewarding experiences through participation in club activities that will last a lifetime. Don’t wait! Get involved now! Please do not hesitate to contact the Recreational Sports Programs Club Sports staff if they can assist you in any way. We are here to serve you.

Best wishes for a most successful year.

Sincerely,

Director, Recreational Sports Programs
**Contact Information**

Club Sports Coordinator  (206) 543-9499  delaune@uw.edu  
IMA General Information  (206) 543-4590  ima@uw.edu  
Programs Office  (206) 543-2571  imafit@uw.edu  
IMA Men’s Locker Room  (206) 543-2332  
IMA Women’s Locker Room  (206) 543-7234  
Reservation Line  (206) 543-6971  
(Courts and Fields/8:00am-4:30pm)  
Waterfront Activities Center  (206) 543-2217  h2ofront@uw.edu  
Golf Range  (206) 543-8759  imagolf@uw.edu  
First Aid Office  (206) 543-7393  
Student Activities Office  (206) 543-2380  sao@uw.edu  
(HUB 232)  
IMA Home Page  

**Intramural Activities Building**

**Operations Schedule**  
**Autumn, Winter, Spring 2013 - 2014**  
Monday - Friday  6:00am - 10:30pm  
Saturday  9:00am - 9:30pm  
Sunday  11:00am - 8:30pm  
**Summer 2014**  
Monday - Friday  6:00am - 9:30pm  
Saturday  11:00am - 6:30pm  
Sunday  1:00pm - 5:30pm  
Revised Hours: Holidays and between quarters

**Club List**  
imaclubs@uw.edu  (206) 543-9499

**Individual Sports**

Archery  
Climbing  
Kayak  
Squash  
Badminton  
Cycling  
Running  
Table Tennis  
Boxing  
Equestrian  
Skiing (Alpine)  
Tennis

**Martial Arts**

Aikido Shin Ryu  
Kendo  
Wushu  
Judo  
Kung Fu/Tai Chi  
Karate (Shotokan)  
Tae Kwon Do

**Team Sports**

Dance  
Rowing  
Soccer (M) (W)  
Water Polo (M) (W)  
Ice Hockey  
Rugby (M) (W)  
Ultimate (M) (W)  
Lacrosse (M) (W)  
Sailing/Yacht  
Volleyball (M) (W)
What are Club Sports?

Club Sports are voluntary registered student organizations established by students who are motivated by a common interest to participate in a specific sport. Club Sports are formed to provide an opportunity for members to learn new skills, engage in competition or enjoy recreational and social activities. They also offer special events and opportunities for informal participation in accordance with the educational objectives of the University of Washington. The Department of Recreational Sports Programs will advise and assist students with the development of their club.

Students in each club are responsible for the internal organization and conduct of their club activities. Therefore, the success and strength of the Club Sports Program depends upon the initiative, motivation and leadership of the officers and the involvement of club members. As such, Club Sports present a unique opportunity for students to develop both sports and leadership skills.

The management and organization of a Club Sport is an educational experience providing many challenges for students such as; writing their constitution and by-laws, conducting club meetings, establishing dues to offset club expenditures, planning fund raising projects, coordinating practices, competition and special events, publicizing club events and working constructively with other club members to develop a successful program.

Club Sports should not be mistaken for an intercollegiate sport administered by the Department of Intercollegiate Athletics. In a club, the members assume the organizational and management responsibilities. The Services and Activities Fees Committee provides financial support to the Club program when funding is available. Undergraduate and graduate students, faculty and staff may participate at the club level, whereas, an intercollegiate sport is restricted to undergraduate students only.

The Club Sports Office is located in the IMA Programs Office (3rd floor). It is the focal point for club activities and serves as an information resource center for students and faculty/staff who participate in club activities. The Club Sports Coordinator serves as the liaison between the University and the club and will provide assistance when needed.
I. Prior to obtaining Club Sports status with the Department, the following registered student organization procedures must be completed with the Student Activity Office (SAO) office:

A. Returning Club Sports (Autumn Quarter)

1. Attend one of the Autumn Quarter Student Organization Orientation Sessions at the Student Activities Office, HUB 232 (depts.washington.edu/sao). Attend a Club Sports Presidents’ orientation session at the IMA.

2. Renew registration with the Student Activities Office, HUB 232. Registration is granted annually and expires the last Friday in October every year.


4. Club Sports status - After completing the steps above, the club president is required to meet with the Recreational Sports Programs Club Sports Coordinator and submit the following:
   a. A current copy of the club constitution or charter.
   b. A copy of the completed Student Organization Registration Application.
   c. Satisfy all monetary obligations, including fines and outstanding debts, and complete club required reports from the previous year.
   d. Continue to meet criteria for club status.

B. New Clubs (applying for Club Sport status)

1. Schedule a meeting with the Club Sports Coordinator concerning plans for the establishment of a Club Sport and review criteria for becoming a club sport with the Department of Recreational Sports Programs.

2. Become a Registered Student Organization (RSO) with the Student Activities Office, HUB 232, and attend one of their monthly Student Organization Orientations. Clubs must be an active RSO for a minimum of one year (Autumn, Winter, Spring, Summer) before consideration for Club Sport status.

3. Some of the criteria considered for the addition of a new club.
   a. Availability of facilities to meet club needs. Use of facilities for a new club will not impact existing RSP programs.
   b. Level of student interest in the proposed activity. A minimum of 14 active members (students and faculty/staff) for at least one year is needed (respective number of players for team sports), and demonstrate there is committed student leadership to sustain the program in the years to follow.
   c. The activity is not currently offered.
   d. Available competition within a reasonable geographic area (Oregon, Washington, Vancouver B.C).
   e. Affiliation with a local league and or conference.
   f. For a martial arts club, preference will be given to those clubs that have an affiliation with a local, regional, or National Governing Body.
   g. Purpose of the club (recreational, competitive, and instructional). If competitive, travel must primarily be In-Area. (Page 16, VI.A)
   h. Availability of a knowledgeable/skilled coach or instructor.
4. Naming your organization. “As registered student organizations are not part of the University of Washington, organizations may not use the University of Washington at the beginning of their club name or “...of the University of Washington” at the end of your organization's name. You may use “at the University of Washington or UW Chapter” at the end of your organization's name if your organization is affiliated with a national or regional organization.” (RSO Policy Guide)

Correct examples are: Sailing club at the University of Washington, Chess Club, University of Washington Chapter

Incorrect examples are: University of Washington Debate Society; Commuter Students of the University of Washington.

You may NOT use the term “University of Washington” at the beginning of your organization's name or “of the University of Washington” in your organization's advertising or other materials.

5. Registered status of student organizations.

“The University of Washington does not act as a legal agent for registered student organizations and expressly disclaims any responsibility or liability for any damages of student organizations and their representatives including, but not limited to, financial obligations, contractual or otherwise.” (RSO Policy Guide)

6. Trademarks and Licensing Policy Use of University Logos, Images and Insignias

The University of Washington monitors and regulates the use of its name, logo, images and insignias on items such as T-shirts, novelty items, correspondence, and other emblematic materials. All such variances of names and visual representations are considered UW trademarks, for which approval from the Trademarks and Licensing Office must be obtained. A Student Activities Office adviser should be contacted for assistance with the trademark and licensing questions. Refer to RSO Policy Guide Trademarks and Licensing Policy. (depts.washington.edu/uwlogos)
I. Autumn, Winter and Spring Quarter Club Sports Membership is open to the following:

A. Students
All University of Washington (Seattle campus) regularly admitted and currently registered students who have a valid student Husky Card and not declared ineligible through disciplinary sanctions. Students must be 16 years of age or older to participate in club activities. Please note the difference with SAO registered clubs, pg. 23, RSO Policy Guide.

Please Note: University of Washington Extension and Branch Campus students (Tacoma & Bothell), students of the ASUW’s Experimental College, UW Alumni Association members, and the general public are not eligible for membership.

Please also note that certain Leagues or National Governing Bodies with which our teams are affiliated, may have additional eligibility regulations that prohibit participation from members attending Branch campuses.

B. Faculty/Staff
All University of Washington faculty and staff must purchase an IMA quarterly or annual membership prior to participation. [Exception: members of clubs that use the Waterfront Activities Center (WAC) only pay the WAC facility use fee (Kayak, Rowing)]. Note: See eligibility below for faculty/staff clarification on a competitive team.

C. Spouses/Registered Domestic Partners
Can only participate in the same club as their partner upon purchase of an IMA Membership. [Exception: members of clubs that use the Waterfront Activities Center (WAC) only pay the WAC facility use fee (Kayak, Rowing)].

II. Summer Quarter
Students with a valid summer Husky Card. Students enrolled spring quarter and not during summer quarter, may participate upon purchase of an IMA Student Summer Membership. Exception: activities at the WAC.

Eligibility for Competition

I. A Membership Waiver and Release Card for each member must be on file in the Club Sports Office before he/she is eligible to participate (see Form 1).

II. Participation on competitive teams is primarily limited to regularly admitted and currently registered students only with the following exception:

Faculty and staff may participate on a club team depending upon the eligibility requirements of the league/conference (e.g. an open league would generally allow faculty/staff to participate, whereas, a Collegiate League would only permit undergraduates to compete).

Note: Spouses/Registered domestic partners of students and/or faculty/staff may join a club to practice together. However, they may not compete on competitive teams.

III. Eligibility
Club officers are responsible for checking player’s eligibility prior to competition. If you have any questions concerning eligibility, please contact the Club Sports Coordinator.

Note: Gender identity questions should be directed to the Club Sports Coordinator to facilitate contact with specific sports leagues concerning eligibility.

IV. Team Rosters
Submit team rosters to the Club Sports Coordinator during the competitive season and update as necessary.
V. Intramural Competition

Club players may participate on an intramural team in their sport and must compete in the highest division offered, e.g. Cascade, Open divisions.

VI. League/Conference Meetings

Club officers are responsible for attending league meetings to ensure compliance with all league/conference rules and regulations.

---

**Club President’s Responsibilities**

Club sports are student administered. The daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club’s success; however, it is the president who is primarily responsible for seeing that the club functions smoothly and properly. Each club president should delegate responsibilities among officers and club members. The following guidelines have been developed to help the president in fulfilling his/her responsibilities.

I. Schedule a meeting annually with the Club Sports Coordinator to review the following:

   A. Appropriate spending of allocated funds
   B. Procedures for issue of club equipment and uniforms
   C. Club goals for the 2013-2014 academic years
   D. Safety, insurance and risk management issues
   E. Use of University vehicles
   F. For fundraising opportunities, refer to “Fundraising Guidelines” in the RSO Policy Guide about raffles, sales, sponsorships and fundraising events. All on-campus fundraising events must be approved by SAO in advance.

II. Meet with the Club Sports Coordinator prior to your first club practice Autumn quarter.

III. Attend a Student Activities Registration Session and register your club with the Student Activities Office, HUB 232. Registration is granted annually and expires the last Friday in October.

IV. Inform club members about the policies and procedures included in the Club Sports Handbook and the RSO Policy Guide.

V. Have all club members complete a Membership/Waiver Card before they participate in a club sports activity (The card must be completed on both sides and signed). **Members under 18 years of age must have their parent/guardian sign the “Parental Consent Form.”** These cards must be kept current (valid for one year only) and on file in the Club Sports Office and must not be removed from the office (see Form 1). Exception: Kayak and Union Bay Rowing clubs keep their waivers on file at the WAC.

Waivers require members to assume the risk inherent in sports activities and reminds them of their responsibilities to contribute to safe activities for themselves and other participants. Preventing injuries and losses helps ensure that the club will be allowed to continue to function as part of the Club Sports program and reduces the potential liability to the club, its officers, and the University.

VI. Encourage each club member to have his/her own Accident/Medical Insurance coverage through a private medical plan or consider the University of Washington Student Health Insurance plans (information is available at: washington.edu/ship/
VII. Check club mailbox weekly which is located in the IMA Programs Office (3rd floor). The following address should be used for all club correspondence, (e.g. schedules, tournament entry forms):

Recreational Sports Programs
c/o ---------- Club
Box 354090
University of Washington
Seattle, WA 98195-4090

VIII. Schedule at least one club officer to be at all club activities (practices, games, special events, etc.).

IX. Satisfy financial obligations that the club has incurred on and off campus that are not covered by funds allocated through the Department (Daily ads, HUB Room Reservations, food, gas, lodging, fines etc.) (Refer to the RSO Policy Guide).

X. Submit the following forms to the Club Sports Coordinator as applicable:

A. Membership Waiver Cards (Form 1)
   Parental Consent Form (under 18)
B. Quarterly Activity Report (Form 2) *
C. Accidental Injury Report (Form 3)
D. Driver’s Responsibility (Form 7)
E. Request for UW Motor Pool Vehicle (Form 4) *
F. Team Roster (Form 5) *
G. Tournament Special Event Funding Approval (Form 6) *
H. Incident Report (Form 8)

* Forms are available on the Club Sports website for downloading.

XI. Report the results of league games, tournaments, ski meets, regattas etc. to the Club Sports Coordinator the week following the event.

XII. Hold a club meeting at least once a quarter to review safety practices, budget expenditures, fundraising activities, etc.

XIII. Hold regular elections of officers as stated in the club constitution. Clubs are encouraged to hold their elections Spring Quarter in order to provide overall program continuity.

XIV. Schedule a year end meeting (Spring Quarter) with the Club Sports Coordinator to evaluate and review the year’s activities with the incoming and outgoing president.

XV. Communicate with the Club Sports Coordinator in regards to whom the club wishes to have access to the IMA through the Club Pass List and Club Membership Cards.

A. The Pass List will be used strictly for those non-UW-affiliated guests and/or coaches/instructors, who visit the club regularly for practice, and entry will only be granted for the club practice days outlined. Each club will have a maximum of five (5) individuals allowed on the pass list at any given time.

B. Membership cards for IMA access will be issued only to those non-UW-affiliated guests who are current coaches/instructors for the club, and will be evaluated on a quarterly basis. Each club will be issued a maximum of three (3) membership cards at any given time.
Instructors & Coaches

If a club engages the services of a coach or instructor, any agreement is between the coach/instructor and the club. Instructors and coaches are not regarded as an agent or employee of the Department of Recreational Sports Programs, the University of Washington, or the State of Washington. Under these circumstances, instructors/coaches are not covered under university liability or medical insurance. It is recommended that instructors and coaches carry liability and medical insurance for their own protection.

I. Instructors

A. A club may select an instructor to instruct its members. A knowledgeable and experienced person should be chosen by the club and its selection coordinated with the Club Sports Coordinator.

B. Instructional fees should be reasonable with the purpose of promoting student participation. Fees should be lower than those charged by outside agencies and must be approved by the Club Sports Coordinator. Club officers are responsible for collecting fees, accountability and payment of instructors.

II. Coaches

A. Clubs involved in competition may feel that the selection of a volunteer coach is in the best interest of their program. While that decision is up to the club membership, the Club Sports Coordinator must be informed of the club’s selection.

B. Clubs are responsible for payment of their coaches if they select to do so.

III. Instructor/Coach Selection Criteria

A. Clubs may wish to consider the following:
   1. Prior coaching/instructional experience and technical knowledge of the sport
   2. CPR and First Aid Training
   3. Certification by a national governing body, if applicable
   4. Safety awareness
   5. Risk management experience

Club Expectations

I. Club members, coaches and instructors are expected to function in a responsible manner while participating in any club activity on or off campus.

II. The Department may suspend any club, individual club member, coach or instructor from future participation or discontinue support based upon, but not limited to:
   • Failure to conduct club affairs in a responsible manner consistent with university and department policies, procedures, and regulations.
   • Restriction of membership on the basis of race, color, creed, religion, age, sex, national origin, sexual orientation, marital status, disability, or status as a disabled veteran or Vietnam era veteran.
   • Failure to promptly meet legitimate club financial obligations or violation of eligibility rules.
   • Violation of the Recreational Sports Code of Conduct (pg. 10) or UW Student Conduct Code.
   • Failure to comply with the University’s Hazing policy. (See Appendix A)
   • Refer to RSO Policy Guide - “Conduct and Discipline”.
   • Property damage/vandalism: Damage to facility or property as a result of careless behavior or intentional misuse of property.

III. Report any misconduct, violent behavior or sexual harassment to the Club Sports Coordinator or the UW Office of the Ombudsman.
Recreational Sports Programs Code of Conduct

I. Policy

The following Code of Conduct represents the policy for persons using facilities managed by the Department of Recreational Sports Programs or for participants in programs administered by the Department staff. It applies to participants, coaches, instructors, team managers, organizations, and spectators. The Code of Conduct will be enforced. Any organization or individual violating the intent of the policy may be restricted from participating in programs and/or use of Department facilities.

II. Code of Conduct

All players, coaches, or team managers participating in the Department of Recreational Sports Programs activities are bound by the following code of conduct:

A. The unlawful possession, use, and distribution of illicit drugs and/or alcohol on the University campus or during University-sponsored activities are prohibited (CH.478-124 WAC) and will result in appropriate steps by the University Police and could result in disciplinary sanctions under the Student Conduct Code, including dismissal from the University.

B. A player may be ejected from a game or prevented from participating for consuming alcoholic beverages-illegal drugs at the game site or prior to the game. The decision to eject a player will be made by the game officials or recreation staff. This decision will be based on judgment and will not be considered grounds for a protest. It is the responsibility of the team members to cooperate with game officials in controlling spectators and team followers. A contest will be forfeited if in the opinion of the game official(s) such cooperation is not evident.

C. Good sportsmanship will be observed in all Department of Recreational Sports Programs activities. Respect for players, coaches, instructors, managers, officials, recreation staff and spectators are essential for enjoyable competition and fair play.

D. Good sportsmanship by participants toward the opposition, officials, spectators and recreation staff is mandatory. The Department (Program Coordinator) shall have the authority to administer disciplinary action to individual players, coaches, instructors, managers, and/or spectators for unsportsmanlike conduct.

NOTE: Unsportsmanlike conduct shall be defined as follows: Any incident involving players, coaches, managers, participants or spectators that results in personal abuse by verbal or physical means as determined by the official(s) or program coordinator(s) in charge of the facility or program.

E. Unsportsmanlike conduct may be penalized as follows:
   1. Suspension of participants, coaches, instructors, or managers.
   2. Expulsion of teams, coaches, instructors, or managers from Department programs and/or facilities.
   3. Forfeiture or cancellation of contest(s) or game(s).

   The severity and/or frequency of the unsportsmanlike conduct will determine the appropriate course of action.

III. Violations and Penalties

A. The following unsportsmanlike behavior shall result in ejection from a club sport contest:
   1. Verbal abuse and/or threatening behavior to a member of the opposing team, spectator(s), official, and/or staff member. Abuse may be verbal or non-verbal (e.g. taunting and baiting behavior).
2. Any inappropriate physical contact with a member of the opposing team, spectator(s), official, or staff member.
3. Multiple unsportsmanlike technical fouls or penalties (e.g. a red card).
4. Uncooperative in providing information requested by an official or staff member.
5. Persistent infringement of the spirit and intent of the game rules.
6. Evidence of use of alcohol/drugs prior to or during participation (see Section II.B.).

B. Ejection from a club sport contest for unsportsmanlike conduct may result in a one game suspension.

C. Violations of the “Code of Conduct” may be penalized as follows:
1. **Forfeiture**: the contest(s) in which the violation(s) occurred may be declared a loss by forfeit.
2. **Warning**: formal notice of the violation, no penalties imposed. The organization/team/individual(s) must take corrective action following the warning.
3. **Probation**: formal notification of the violation may result in additional penalties. The organization/team/individual(s) will be placed on probation for a designated period of time. Further violations may result in suspension.
4. **Suspension**: as a result of serious, intentional, or repeated violations, the organization/team/individual(s) may be declared ineligible.
5. **Expulsion**: an organization/team/individual may be prohibited from participation in all Department of Recreational Sports Programs activities and/or from use of department facilities.

The extent and terms of disciplinary action taken by the club sports staff will depend upon the nature and severity of the violation as well as any history of previous violations. The duration of the penalty may vary in length from one game to up to one year or more.

D. The penalized individual/team may appeal the decision in writing to the Club Sports Coordinator and the Associate Director.

E. The Associate Director reserves the right to suspend any participant or team for conduct, behavior, or attitude that he/she perceives as interfering with the orderly conduct of club sports and/or the safety of the participants.

IV. **Student Conduct Code WAC 478-120, General Conduct Code for the University of Washington WAC 478-124**

Additional disciplinary action may be taken in accordance with the Student Conduct Code and/or the General Conduct Code for the University of Washington.
I. The University of Washington and the Department of Recreational Sports Programs does not provide accident/medical or health insurance for club members, and is not responsible for paying medical costs associated with injuries incurred through participation in voluntary club activities.

II. It is strongly recommended that all club members (for his/her own protection) have an accident/medical plan in effect prior to participating in club activities such as:
   A. A private medical plan - Group Health, Uniform Medical, etc.
   B. The University offers a Health Insurance Plan for students that may be purchased at the time of class registration. Coverage is available on a quarterly or annual basis. For further information, call the Student Insurance Office at (206) 543-6202 or check their website at: washington.edu/ship/

III. Some clubs may be required to secure accident/medical or liability insurance coverage for their members, e.g. rugby, rowing, kayaking.

IV. “Some student organization events/activities, both on and off campus, may involve potential for risk. A review of current case law suggests that in addition to the student organization as a group, individual members and officers may incur some liability in the event of a claim. Registered student organizations, particularly those involved in potentially hazardous activities, are encouraged to investigate the purchase of liability insurance for their club’s activities” (as taken from the RSO Policy Guide).

To provide a reasonably safe and positive recreational experience for all participants, it is important to establish a program designed to prevent accidents and injuries before they happen. Therefore, it is strongly recommended that every club implement and practice the following safety guidelines.

I. Safety Officers
   A. Each club will appoint one member, to be directed to the Club Sports Coordinator, who will oversee all safety-related issues pertaining to club practices, tournaments, competitions, or any other club-sponsored event. The safety officer will be the primary contact to the Club Sports Coordinator for communication of the information below, as well as have the following responsibilities:
      • Familiarity with all Emergency Protocols and Procedures (Appendix B, C, D)
      • Understand and Complete necessary Accident (Form 3) or Incident (Form 10) Reports
      • Use First Aid Office when in proximity to IMA, or summon appropriate response personnel when away from IMA

II. Injury Prevention
   A. Club officers, club members, volunteer coaches and instructors must emphasize safety during all club related activities.
   B. It is recommended that you have someone certified in First Aid/CPR in attendance at all practices and games. Clubs are encouraged to purchase their own first aid kits to have available at all club activities. The Club Sports Office has first aid kits to check out on a limited basis. First Aid/CPR/AED classes are offered through the Sports and Fitness Program quarterly at the IMA (206) 543-2571. First Aid/CPR/AED classes are listed in the quarterly campus guides, and the Club Sports Coordinator will arrange for training for safety officers.
   C. Develop and practice safety guidelines relevant to your sport.
   D. Obtain accident/medical and liability insurance through your National Association and/or governing body as appropriate for your organization and individual members.
   E. Inspect fields, facilities and equipment prior to every practice session, league game, and special event. Report unsafe conditions to the IMA Operations Coordinator (IMA Member Insurance Risk Management)}
Services Desk or call 206-543-4590) immediately. Do not use facilities, fields or equipment if they are unsafe.

F. It is strongly recommended that all members of Club Sports have a physical exam prior to participation in club activities. The University Hall Health Center can provide this service for a fee.

III. Emergency Response
Each club is encouraged to have an emergency response procedure in place. Report all accidents/injuries immediately to the IMA Building Operations’ Coordinator and/or First Aid Office and submit an accident report to the Club Sports Coordinator within 24 hours after each occurrence. Accident forms are available in the IMA Programs Office (3rd floor).

Services

I. Financial Assistance
A. The Department will allocate funds to clubs when they are available through the Services and Activities Fees Committee. Clubs are expected to make every effort to support their programs through their own resources such as quarterly or annual dues and fund raising projects.


C. In preparing the Annual Budget Request the following items are acceptable budget requests:
   1. Instate entry fees (league and conference dues)
   2. Contract services (facility and equipment rental, officiating, and other fees)
   3. Basic equipment and supplies (uniforms, balls, tournament costs, awards). See purchasing procedures.
   4. In state travel (UW vehicles)

Note: Examples of expenses considered the responsibility of individual clubs include: instructional fees, instructor/coach payments, video rentals, banquet expenses, Daily ads, off-campus printing, and travel expenses such as meals, lodging and gas for private vehicles.

D. Budget allocations are made based upon several variables, including: size of the club, costs specific to each club; travel, equipment needs, length of the competitive season, and the demonstrated self-reliance, growth and stability of the club. Budget allocations must be spent each year by June 1.

E. Fundraising Resources
   1. The Department has established the Recreational Sports Programs Development Fund in cooperation with the University’s Office of Development to assist clubs with fundraising. The purpose of this fund is to solicit contributions and gifts consistent with University guidelines established by the Office of Development. Policies and guidelines are available for review in Appendix G. Any fund raising activity must have prior approval by the Associate Director for Programmed Activities. Note: Please review Fundraising Guidelines in the RSO Policy Guide.
   2. See additional fundraising resources on Appendix F.

II. Purchasing and Entry Fee Procedures
All expenditures involving Department allocated funds must receive prior approval from the Club Sports Coordinator or the Associate Director for Programmed Activities.

A. Equipment
Contact the Club Sports Coordinator with equipment purchase needs and include specific and detailed information regarding price, color, brand, size, vendor, etc. Advance planning is necessary to accommodate club needs. The Club Sports Coordinator must make all purchases (no reimbursements).
Services (Cont’d)

1. Equipment purchases shall be limited to items that are permanently retained by the club and which are used only for club activities. Such equipment shall remain the property of the Department. Requests will not be accepted for personal items.

2. Purchases are considered in relation to the club’s: current inventory, maintenance and/or replacement of equipment, basic equipment that meets the overall needs of the club membership, and responsible use of existing equipment.

B. Supplies
All supply purchases such as awards and supplies for tournaments must be approved in advance by the Club Sports Coordinator.

C. Payment of League/Conference Dues (In-Area expenses only - see Section VI. A, page 16)
Provide the Club Sports Coordinator with an original league/conference invoice if bill is to be paid from the allocated IMA Club Budget and/or the Recreational Sports Programs Development Fund Budget (Plan in advance). It will take a minimum of thirty days to process these transactions through the University Accounting Office. If League/Conference dues are paid in advance by the Club, provide original receipts to Club Sports Coordinator.

D. Payment of Tournament Entry Fees (In-Area only)
For entry fees paid in advance by the Club, follow the procedures below for reimbursement utilizing the Club’s allocated budget.

1. Complete a Tournament/Special Event Funding Approval Form (Form 6) available in the Club Sports office. Provide event documentation to include the name of the event, entry fee, date, location, insurance requirements, and a list of participating club members.

2. Upon prior approval by the Club Sports Coordinator, reimbursement will be provided if the club submits the appropriate documentation
   - an official receipt
   - results of the event (e.g. roster of individuals competing and or a copy of the game/score sheet)
   - all equipment and uniforms have been returned
   - all reimbursements must be submitted before the end of the quarter

III. Equipment Use

A. The use of Club Sports equipment for club activities such as tournaments, practices and competition must be authorized in advance by the Club Sports Coordinator or the Associate Director for Programmed Activities. Be sure to review the checkout system with the Club Sports Coordinator.

B. The Department provides only basic equipment as a budgetary item. The equipment remains the property of the Department for use by Club Sports.

C. Each club/individual is responsible for all issued equipment and its replacement if lost or damaged. Please notify the Club Sports Coordinator of any defective or lost equipment.

D. Clubs may not sell or dispose of Department equipment/property. Any outdated or unusable equipment must be surveyed in accordance with University policy (check with the Club Sports Coordinator for details).

E. Equipment donations must be approved by the Department before acceptance.

IV. Facility Use Requests

A. Requests for use of Department facilities to support club activities may be submitted for the following (no holidays):

1. Recreation
2. Practice/Meetings
3. Instruction
4. Competition (visiting teams, tournaments)
B. The following facilities are available for club use:

**Intramural Activities Building (IMA) Facilities**
1. Activity areas
2. Sports fields (Appendix E)
3. Meeting Room (seats 65)

**Waterfront Activities Center**
1. Lounge/meeting rooms
2. Outdoor Climbing Rock

**Hutchinson Hall Facilities**
1. Denny Field Sports Complex (outdoor volleyball, field, basketball and tennis courts)

**Hec Edmundson Pavilion**
1. Pool
2. Arena North Court (Pavilion Addition)
3. Multi-Purpose Room (West Room)
4. Arena East Court

**Husky Stadium**
1. Stadium Field
2. East Field

**Dempsey Indoor Arena**

**Nordstrom Tennis Center**

C. Facility Request Procedure - Clubs requiring facilities/fields to support their activities must contact the Club Sports Coordinator by the following dates:

1. Deadline for Winter, 2014: November 1, 2013

D. If clubs plan a special practice or scrimmage with a visiting team, a request must be submitted to the Club Sports Coordinator seven working days prior to the event (commitments must not be made to teams or groups until facilities/fields have been approved).

E. It is important when clubs are not going to use their approved facilities that they submit a cancellation request and submit it immediately. This will prevent payment of rental costs and allow facilities to be available to other users.

F. Fields and facilities are to be left clean and free of litter.

G. Club Sports participants and visiting teams are required to follow all rules and regulations regarding facility use.

H. The scheduling of league games will be on a Home and Away basis. (Friendly and non-conference games should be scheduled off-campus).

I. Clubs will be permitted to host one tournament/special event annually providing facilities are available. (Facilities must be requested three months in advance).

1. Spectators are welcome at club activities; however, they do not have facility use privileges and are restricted to the event area. Those under 16 years of age must be accompanied by a parent, guardian, University of Washington student, faculty or staff member.
J. Campus Special Events

Due to the nature of special events such as an ALL University or Invitational Tournament, you need to submit your facility request to the Club Sports Office three months in advance.

1. If an entry fee will be charged, the entry form will need the approval of the Club Sports Coordinator and/or the Associate Director for Programmed Activities. Entry fees must cover all tournament expenses.
2. Payments may be made directly in the Programs Office, by direct mail, or fax.
3. Submit your guest pass list seven days prior to the event to the Club Sports Coordinator.

K. University Suspends Operation

If the University declares a temporary suspension of any or all operations due to an emergency situation (ex, severe weather, natural disaster, failed infrastructure, etc.) all regularly scheduled club activities are canceled.

V. Publicity and Promotion

A. Publicity Approval

All promotional and publicity materials must be approved by the Club Sports Coordinator before duplication. Samples of club publicity are available in the Club Sports Office.

B. Flyers, Posters

All publications must include the name of the sponsoring group, names and email addresses of club contacts, date, time, and location of club event/practice (be sure this information is correct). It is the responsibility of each club to remove any promotional materials the day after the event.

C. Campus Distribution

Flyers and posters may be posted only on designated campus bulletin boards provided for such purposes. Each group is responsible for removing such materials the day following the event. Any maintenance charges incurred by the University will be charged directly to the sponsoring club. Prohibited areas include but are not limited to: light posts, building exteriors, windows, trees, trash receptacles, etc.

D. Campus Quarterly Promotional Ideas

1. Enter Dawg Daze (September 20- September 28) and/or Student Activities Fair - September 25 & 26, 10:00am - 3:00pm, Red Square. Pre-Registration is necessary, call (206) 543-2380.
2. Contact the Daily Sports Editor (206) 543-2700, to pursue getting an article or ad in the Daily, call (206) 543-2336.
3. Sponsor a club demonstration, host an all university tournament, or try an off campus clinic. Be creative, use your members as a resource for new and different ideas.

E. If your Club has a Website, contact the Club Sports office with the URL and a link from the IMA Website will be established. Only current sites will be linked.

F. Get online with an email/web account. Contact the Student Activities Office, HUB 232.

VI. Travel

A. Travel support in state vehicles is restricted to In-Area which includes destinations within the State of Washington and areas east to Moscow, Idaho, south to Eugene, Oregon and north to Vancouver, B.C. (for competitive clubs only).

B. Travel support is restricted to travel in state vehicles or common carriers (airplanes, bus or train).

C. Travel in state vehicles or common carriers is limited to current club members and coaches only (Under no circumstances may anyone else be transported in state vehicles). Two club members per vehicle must be authorized to drive on all trips. (See Club Sports Coordinator)
D. State vehicles may only be driven by club members who have completed the “Van Operator Requirements” and OFM training. Drivers must be at least 18 years of age with two year’s driving experience and possess a valid driver’s license.

E. To become authorized to drive state vehicles, the club president and/or designated club drivers must meet with the Club Sports Coordinator to cover the following: Note: This must be done at least seven days prior to the departure date or sooner.
1. Read the “Motor Pool Operations Program Policy Manual for Drivers”
2. Sign the following and submit to Club Sports Coordinator:
   a. “Motor Pool Operator Acknowledgement”

F. State vehicles may not be used for transportation between personal residences and the University station. Therefore, clubs should designate a specific campus pick-up point for club departures.

G. Reserving University State Vehicles: The “Request for University Motor Pool Vehicle” form must be received by the Club Sports Coordinator at least two weeks prior to the date needed. Forms are available in the Club Sports Office (Form 4).
1. Approved requests will be returned to the club mailbox the week preceding the designated travel date (if vehicles are not available, the club will be notified).
2. The Passenger Manifest (on back of form) must be completed and returned to the Club Sports Coordinator by 5pm the Wednesday preceding the trip. List all club members traveling in the vehicle, including first and last names and Husky card ID numbers. This information is found on the Membership/Waiver Cards in the Club Sports Office. All club members must have a completed membership/waiver card on file before traveling in state vehicles.
3. Any destination change or intermediate stops must be approved by the Club Sports Coordinator prior to departure.
4. Clubs must cancel at least 72 hours in advance.

H. State vehicles may NOT be used for towing (equipment trailers, boat trailers, horse trailers, etc.)

I. State vehicles may NOT be driven between the hours of 12 (midnight) and 6am.

J. Sanctions
Club Sports members must comply with all rules and regulations governing the use of state vehicles. Failure to abide by these regulations and applicable state and local laws (speed limits, parking regulations, alcohol consumption, etc.) may result in the revocation of vehicle use privileges, club-probation and/or suspension as a Club Sport.

The University of Washington provides equal opportunity in education without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam era veteran in accordance with University policy and applicable federal and state statutes and regulations.

To request disability accommodation, contact the Disability Services Office at: 206-543-6450 (voice), 206-543-6452 (TTY), 206-685-7264 (fax), or email at dso@uw.edu. The University of Washington makes every effort to honor disability accommodation requests. Requests can be responded to most effectively if received as far in advance of the event as possible, preferably at least 10 days.
Appendices

A. Hazing Policy
B. Emergency Telephone Locations
C. Emergency Procedures
D. Management of Bleeding Injuries
E. Concussion Information
F. Recreational Sports Fields Map
G. Fund Raising Ideas
H. Policy and Guidelines for Fund Raising Activities

Forms

1. Membership Waiver Card / Parental Consent Form
2. Quarterly Activity Report
3. Accidental Injury Report
4. Request for UW Motor Pool Vehicle
5. Team Roster
6. Tournament Special Event Funding Approval Form
7. Fleet Services Operator Acknowledgement
8. Incident Report
The University of Washington prohibits student organizations and their members from engaging individually or collectively in hazing activities. Hazing is defined as any activity that includes one or more of the characteristics described below:

- Activities that expose personal values to compromise or ridicule.
- Activities that abuse the trust an organization is striving to build between its members and prospective members.
- Stunts which have no meaningful relationship to the objectives of the organization.
- Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful.
- Activities which are illegal or violate University policy.
- Activities which interfere with academic pursuits or normal life functions.

Some examples of prohibited activities are forced swallowing of uncommon substances, forced consumption of alcohol or drugs, excessive exercise, and sleep or sensory deprivation.

Questions or complaints regarding hazing may be referred to the Office of the Vice Provost for Student Life, the Director of Student Activities and Union Facilities, or the University Ombudsman.

Student organizations whose members participate in hazing activities will be subject to appropriate University disciplinary action.

May 13, 1987

Office of the Vice President for Student Affairs Hazing Policy
# B. Emergency Telephone Locations

<table>
<thead>
<tr>
<th>Area</th>
<th>Nearest Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dempsey Center</td>
<td>South Wall (Near Training Room)</td>
</tr>
<tr>
<td>Golf Driving Range</td>
<td>Golf Driving Range (206) 543-8759</td>
</tr>
<tr>
<td>Husky Stadium/East Field</td>
<td>North Gate #21 (Concourse Level)</td>
</tr>
<tr>
<td>Hutchinson Hall</td>
<td>Hutchinson Hall (Southeast corner on main level near exit)</td>
</tr>
<tr>
<td>Hutchinson Outdoor Facilities (Denny Field, etc.)</td>
<td>Hutchinson Hall or Residence Hall Offices</td>
</tr>
<tr>
<td>Intramural Activities Building (IMA)</td>
<td>IMA Offices or Lobby (206) 543-4590</td>
</tr>
<tr>
<td>IMA Sports Fields 1&amp;2</td>
<td>Golf Driving Range (206) 543-8759 4209  Union Bay Place, 98195</td>
</tr>
<tr>
<td>IMA Sports Field 3</td>
<td>IMA Front Entrance</td>
</tr>
<tr>
<td>Outdoor Climbing Rock</td>
<td>Entrance to WAC (206) 543-9433 (Lower level pay phone and upper level hallway) WAC Issue Room (lower level)</td>
</tr>
<tr>
<td>Pavilion Swimming Pool (On pool deck)</td>
<td>Pavilion Pool Office (206) 543-4556</td>
</tr>
<tr>
<td>Pavilion Main Floor</td>
<td>Pay phones (main floor and concourse)</td>
</tr>
<tr>
<td>Pavilion North Court</td>
<td>Lobby alcove (west entrance)</td>
</tr>
<tr>
<td>Nordstrom Tennis Center</td>
<td>Main lobby</td>
</tr>
<tr>
<td>Waterfront Activities Center</td>
<td>Entrance to WAC (206) 543-9433 (Upper level hallway) WAC Issue Room (lower level)</td>
</tr>
</tbody>
</table>
C. Emergency Procedures

1. What is an Emergency?
Any unexpected occurrence or circumstance demanding immediate action is an emergency if it involves danger to persons or property (e.g., medical, police, fire).

2. What to do in case of Emergency:

A. Do not try to handle an emergency by yourself. GET HELP AT ONCE.
   1. Dial 911 from any university phone, cell phone, or pay phone (no coin required).
   2. Tell the person who answers as briefly and accurately as possible:
      • What has happened
      • Where to send help

B. Emergency Dispatch
   1. The person answering your call is trained in emergency procedures and first aid, she or he will dispatch appropriate help and tell you what to do. Meanwhile, DO NOT HANG UP UNTIL YOU ARE SURE THE DISPATCHER KNOWS EXACTLY WHERE YOU ARE AND HAVE GIVEN YOU NECESSARY INSTRUCTIONS.

C. Automated External Defibrillator (AED)
   1. If the victim has collapsed, is unconscious, and they are not breathing normally, even though they may be making gasping or snoring noises, call 911 from any university phone, pay phone or cell phone.
   2. Call the IMA First Aid Office (206-543-7393) or send someone to the office (located on the lower level of the IMA) to report the emergency and to obtain an AED. The AED is located in the silver cabinet so labeled above the manager’s desk.
   3. An AED is also located next to the elevator on the second level of the IMA in a glass cabinet so identified.
   4. Use the AED only if you have been trained.
   5. A Club Sports AED is available for checkout for home competitions only; provided that the club has shown proof (to Club Sports Coordinator) of First Aid/CPR/AED certification.

3. Telephone Locations
Recreational Sports Programs activities take place at a variety of locations on campus. In this handbook is a brief description of the location of the nearest telephone to the various activity areas. Follow emergency procedure described above.

4. Intramural Activities Building First Aid Room
If an accident occurs, requiring emergency response or First Aid in or near the IMA Building, the First Aid Office should be contacted. Send another person to the first aid office or call 206.543.7393. The IMA First Aid Room is located on the lower level of the IMA Building, adjacent to the swimming pool. The IMA First Aid Office is staffed with trained First Aiders during all operation hours.
D. Management of Bleeding Injuries – “Universal Precautions”

Although the possibility of exposure to the AIDS virus (Human Immunodeficiency virus, HIV), Hepatitis B, and other blood borne pathogens is very small, it is important that all blood and body fluids be considered as potentially infected or contaminated. In order to reduce exposure to blood borne pathogens the following precautions are to be taken.

1. Practice universal precautions when administering first aid. This means treating all body fluids as if they contain a blood borne pathogen.

2. Personal Protection
   a. Wear disposable gloves for tasks involving contact with blood, other body fluids, or potentially contaminated materials.
   b. Wear a face shield or a mask with glasses or goggles for eye/face protection when likely to be splashed with blood or body fluids.
   c. Wear additional protective clothing if contamination of skin or street clothing is likely.
   d. Use pocket masks or resuscitation bags when performing CPR.

3. Wearing gloves, promptly clean up blood and body fluids on the floor, treatment tables, mats or any surface that has been in contact with blood or body fluids using a germicide solution. Wipe on and wipe off. Repeat the process a second time.

4. All disposable materials that have come in contact with blood or body fluids, such as towels stained with blood, must be bagged in a biohazard bag and placed in the biomedical waste container. If a biohazard bag is not immediately available, use a plastic waste paper basket bag, seal it and take it to the biomedical waste container.

5. Hands and other skin surfaces contaminated with blood or body fluids should be washed immediately and thoroughly.

6. Hands must also be washed after gloves are removed.
E. Concussion Information

Concussions and other brain injuries can be serious and potentially life threatening injuries in sports. Research indicates that these injuries can also have serious consequences later in life if not managed properly. In an effort to combat this injury, the following concussion management is suggested for UW Sport Club athletes suspected of sustaining any type of head injury or concussion.

A concussion occurs when there is a direct or indirect insult to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium, and vision may occur. It is important to recognize that many sport-related concussions do not result in loss of consciousness and, therefore, all suspected head injuries should be taken seriously. Coaches and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed athlete may not be aware of their condition or potentially be trying to hide the injury to stay in the game or practice.

When a student-athlete shows signs, symptoms or behaviors consistent with a concussion, the athlete should be removed from practice or competition and evaluated by a trainer, first aid attendant or doctor. No athlete should return to play the same day where concussion is suspected. Because symptoms of concussion can often be delayed, athletes should be closely monitored on the sideline for deterioration.

If a Club Sport athlete sustains a concussion when participating in an event:

- Initial evaluation should be done by a trainer or first aid attendant. Student athletes should be referred to 911/Doctor if the following signs are present:
  
  a. deterioration of neurologic function
  b. loss of level of consciousness
  c. decreased respirations or irregular respirations
  d. decreased or irregular pulse
  e. unequal, dilated, or non-reactive pupils
  f. mental status changes, lethargy, difficulty maintaining arousal, confusion, or agitation
  g. seizure activity
  h. cranial nerve deficits
  i. vomiting

- Any student-athlete thought to have a concussion should not return to activity for the remainder of that day.

- Injury forms should be completed and placed in the Club Sports Coordinator’s mailbox.
F. Facility Maps

University of Washington
Recreational Sports Programs
Fields - Summer 2013

NOTICE Golf Range Parking
ONLY in Lot E-14

Field #1 East: Softball
Field #1 West Turf: Lacrosse, Softball
Field #2:
Field #3: Soccer, Ultimate, Lacrosse
Appendix G

**Fund Raising Ideas**

**For Club Sports**

### Recreational Sports Programs Development Fund

Club Sports Office – imaclubs@uw.edu

### Staff Pro

Staffing for Seahawks, Concerts & Events
206-381-7567 or 253-274-8320
sdeleyser@staffpro.com

### Contemporary Services

Security & Crowd Management
Ashlih Carson 206-292-5641
acarson@csc-usa.com

### Levy Restaurants

Century Link Field
Anna Son 206-808-8328
ason@levyresturants.com

### UW Parking Services

206-616-0365
specevnt@uw.edu

### Landmark Event Staffing

Special Events
(Seafair Events)
Grant Haskel 206-947-7620

### Husky Stadium Events

Dan Gaston – UW Athletics
206-616-3014  gastond@uw.edu

### Sodexho Concessions

206-543-8880
UNIVERSITY OF WASHINGTON
DEPARTMENT OF RECREATIONAL SPORTS PROGRAMS

Policy and Guidelines for Fund Raising Activities by the Department of Recreational Sports Programs

POLICY

The purpose of the Department of Recreational Sports Programs Development Fund is to provide fundraising opportunities for Club Sports and other programs in addition to their regular annual budget. Any department fund raising endeavor must be conducted in accordance with the following guidelines.

GUIDELINES

1. Submit a letter to the Director of Recreational Sports Programs, indicating your intent to fund raise and that your group understands and will abide by Department fund raising policies and guidelines. (This letter must be submitted prior to any group commencing to fund raise.)

2. Department fund raising activities must follow the general university guidelines established by the University’s Office of Development.

3. Gifts or contributions received through department fund raising projects become University property and may only be used/spent with the approval of the Director, Recreational Sports Programs, or his/her designee in strict compliance with established university policy and procedures and as specified in the donation letter.

4. Gifts or contributions received by the department will be credited to a specific account (e.g. club, intramural, or unrestricted fund) for which the contribution has been received.

5. Money donated to the Recreational Sports Programs Development Fund may be spent as outlined in the Club Sports Handbook Section I. Financial Assistance. (Page 12) These funds may be used to support team and/or individual out-of-state travel to regional and national events. These expenses might include travel on a common carrier (bus/airplane/train), entry fees, lodging, car/van rentals, equipment, and facility rental.
6. Club Sports desiring to use the Development Fund will need to draft a solicitation letter providing information about the club; the reason funding is necessary and the manner in which the funds will be used. The Associate Director for Programmed Activities and the Club Sport Coordinator will work with clubs on this letter and have the final approval of its contents.

7. **Clubs will be responsible for expenses associated with the use of this fund; such as printing donor cards, mailing, and letter copies.**

8. Clubs that have become inactive for a period of a year or more, their funds will revert to the unrestricted Department of Recreational Sports Programs Fund and may be used for appropriate department expenditures as determined by the Director of Recreational Sports Programs.

9. Policy or guideline questions not specifically covered in this document will be decided by the Director, Recreational Sports Programs.
UNIVERSITY OF WASHINGTON
DEPARTMENT OF RECREATIONAL SPORTS PROGRAMS

DATE ____________________________
Month/Day/Year

MEMBERSHIP WAIVER CARD FOR ____________________________ CLUB

LAST NAME ____________________________ FIRST NAME ____________________________

Student Husky ID Card # ________________ Student/Faculty/Staff Spouse/RSSDP ________________

IMA Membership Card #

Faculty/Staff Husky ID Card # ________________

Local Address ____________________________ Permanent Address ____________________________

Street ____________________________ Street ____________________________

City ____________________________ State ____________________________ Zip ____________________________

( ) ____________________________ ( ) ____________________________

Phone ____________________________ Phone ____________________________

Email Address ____________________________

Emergency Contact ____________________________

Name ____________________________

( ) ____________________________

Phone ____________________________

(PLEASE READ AND SIGN THE REVERSE SIDE)

CLUB SPORTS MEMBERSHIP WAIVER AND RELEASE

I, ____________________________, am currently an enrolled student, faculty, or staff member at the University of Washington, or an eligible spouse/domestic partner, and voluntarily choose to participate in the ____________________________ Club (hereafter "Club"), a registered student organization at the University of Washington (hereafter "UW").

I acknowledge that this sport involves inherent hazards and risks of serious personal injuries such as, but not limited to: paralysis, brain damage, loss of vision or limb function, permanent scarring, disability and/or death and I assume all such risks. I represent that I have the necessary physical abilities and conditioning to safely participate in this sport, and verify that I can swim or will wear a Coast Guard approved flotation device during Club aquatic activities.

In consideration for my participation as a member of the Club, I hereby waive and release the UW, its agents and employees, and the Club and its officers, coaches, and representatives from any and all liability for personal injury, or property damage or loss arising from my participation in Club activities, whether such loss results from my own negligence or that of other participants, or any other cause. My release includes practices, competition, use of equipment, travel to and from all Club activities, and any or all activities associated with the Club program.

I acknowledge that the UW does not provide accident/medical coverage for club sport participants, and recommends that each participant purchase an accident/medical plan that suits his/her needs, such as the UW Student Accident and Sickness Insurance Plan.

I HAVE READ THIS DOCUMENT, UNDERSTAND IT TO BE A BINDING CONTRACT, AND SIGN IT OF MY OWN FREE WILL. I FURTHER AGREE TO ABIDE BY ALL UW AND CLUB POLICIES AND REGULATIONS REGARDING MY PARTICIPATION.

_______________________________
Signature

_______________________________
Date

_______________________________
Print Name

If under 18 years of age, participant must have his/her parent or guardian sign a club consent form.

03/09/10 KB
University of Washington
Department of Recreational Sports Programs
Parental Consent Form

I am the legal guardian of ____________________________, and I consent to his or her participation in the _________________________ Club at the University of Washington.

I acknowledge that my child’s voluntary participation in this sports activity involves inherent hazards and risks of serious personal injury such as, but not limited to, paralysis, brain damage, loss of vision or limb function, permanent scarring, disability and/or death, and I agree to assume those risks outside the control of the University of Washington Staff. I agree to be responsible for assuring that my child has the necessary physical abilities and conditioning to safely participate in this sport.

I understand that the Department of Recreational Sports Programs or the University of Washington does not provide accident/medical coverage for club sport participants. I further agree that my child has the appropriate accident/medical insurance to provide for the possible future medical expenses which may be required by my child as a result of any injury sustained in participation in this club’s activities.

________________________________________________ __________________
Parent or Legal Guardian       Date
UNIVERSITY OF WASHINGTON
DEPARTMENT OF RECREATIONAL SPORTS PROGRAMS

CLUB SPORTS--QUARTERLY ACTIVITY REPORT

Report Prepared By: _________________________ Club: _________________________
Quarter: ________________________________ Email: _______________________

Coach/Instructor’s:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
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Quarterly Club Membership

<table>
<thead>
<tr>
<th>Quarterly Club Membership</th>
<th>Students</th>
<th>Faculty/Staff</th>
<th>Spouses/Domestic Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
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<tr>
<td>M______ F______</td>
<td>M______ F______</td>
<td>M______ F______</td>
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</table>

Average Attendance at Practice: _________
Dues: Quarterly: _________ Annual: _________

Annual Out of Pocket Expenses Paid by Students: _________________
(Includes dues, league fees, equipment, etc.)

COMPETITIVE TEAM RECORD: League/Conference Affiliation________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
<th>Location</th>
<th>Win</th>
<th>Loss</th>
<th>Tie</th>
<th>Place</th>
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</table>

Overall League/Conference Place_________
### COMPETITIVE INDIVIDUAL RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Event</th>
<th>Location</th>
<th>Name of Participant</th>
<th>Place</th>
</tr>
</thead>
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### CLUB SPONSORED EVENTS

(Demonstrations, regattas, ski meets, tournaments/off-campus outings, etc.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Event</th>
<th>Location</th>
<th>Total Participation</th>
<th>UW</th>
<th>Other</th>
</tr>
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</tbody>
</table>

### SPECIAL RECOGNITION/ACHIEVEMENT

(Please indicate special awards and/or recognition given to members of your club)

<table>
<thead>
<tr>
<th>GIVEN TO</th>
<th>AWARD/RECOGNITION</th>
<th>GIVEN BY</th>
</tr>
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</table>

### Address Safety Concerns

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

### Fundraising Activities: How is your club supporting itself?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

### Total Amount of Club Income Generated $__________

### Evaluations/Recommendations of Activities this Quarter:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

31
**DEPARTMENT ACCIDENTAL/INJURY REPORT**

**DEPARTMENT OF RECREATIONAL SPORTS PROGRAMS**

**NAME:**

**ADDRESS:**

**Birthdate:**

**Gender:**

**Classification:**

**Student Status:**

**Exact Location of Accident:**

**Type of Activity:**

**Details of Accident:**

**Signs/Symptoms:**

**First Aid Treatment Received:**

**Final Deposition of Injured Person:**

**Witnesses:**

**Address:**

**Estimate of Gravity:**

**Nature of Injury:**

**Part of Body Injured:**

**PLEASE PRINT COMPLETELY**

**First Aid Given By:**

**Report Prepared By:**

**Date:**

**Signature:**

---

**PLEASE PRINT COMPLETELY**

**Date:**

**Signature:**

---

**WHITE-Director's Office: CANARY-Administration Office**

Rev 06/12
Motor Pool Request Form for UW Vans

Event: ____________________________  Club: ____________________________

Event Dates:  From: _____/_____/______  To: _____/_____/______

Destination: ______________________________________

Mileage One-Way: _______ miles

Date of Departure: _____/_____/______  Date of Return: _____/_____/______

Time of Departure: ____:____   am  pm  Time of Return: ____:____  am  pm

Number of Persons: _______  Campus Pick-Up Point: _______________________

<table>
<thead>
<tr>
<th>TYPE</th>
<th>MAX # OF PASSENGERS</th>
<th>DAY RATE</th>
<th>COST PER MILE</th>
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<tbody>
<tr>
<td>Sedan/ Hybrid</td>
<td>4-5</td>
<td>$17.10</td>
<td>$0.10</td>
</tr>
<tr>
<td>Mini Van/ Small SUV</td>
<td>5-7</td>
<td>$23.35</td>
<td>$0.11</td>
</tr>
<tr>
<td>Large SUV</td>
<td>7-8</td>
<td>$23.30</td>
<td>$0.13</td>
</tr>
<tr>
<td>Regular Pickup</td>
<td>2</td>
<td>$29.85</td>
<td>$0.17</td>
</tr>
<tr>
<td>Cargo Van</td>
<td>2</td>
<td>$32.35</td>
<td>$0.12</td>
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</tbody>
</table>

Please circle the type of vehicle you would like to request:

Sedan/ Hybrid       Mini Van/ Small SUV       Large SUV

Regular Pickup       Cargo Van

Please complete the reverse side (by the Wednesday preceding the trip).
PASSENGER MANIFEST

Check waiver cards and list all club members traveling in State vehicles.

| Print Name | * Indicates Drivers | Student I.D.  
| Faculty/Staff Husky Card |
|------------|---------------------|------------------|
| 1.         |                     |                  |
| 2.         |                     |                  |
| 3.         |                     |                  |
| 4.         |                     |                  |
| 5.         |                     |                  |
| 6.         |                     |                  |
| 7.         |                     |                  |
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| 10.        |                     |                  |
| 11.        |                     |                  |
| 12.        |                     |                  |

**Cancellation Procedure:** Contact Club Sports Coordinator at least 72 hours prior to the reservation date. (206) 543-9499 – imaclubs@u.washington.edu

Vehicles must be reserved **at least 2 weeks** in advance.

Drivers must be trained and approved **at least 1 week** in advance.

Clean inside of vehicles upon return.
# Team Roster

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Quarter</th>
<th>Year</th>
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<tr>
<th>League</th>
<th>Division</th>
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<tr>
<th>Captain’s Name</th>
<th>Coach’s Name</th>
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<tr>
<th>Captain’s Email Address</th>
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<tr>
<th>Captain’s Phone Numbers (Home)</th>
<th>(Cell)</th>
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<tr>
<th>Team Members – (please print)</th>
<th>Student/Faculty/Staff Husky Card #</th>
<th>Waiver Card</th>
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TOURNAMENT/SPECIAL EVENT FUNDING REQUEST FORM
(Tournament entry fees, league/conference dues, etc.)

Event Name: ___________________________  Event Date: ___________________________

Location of Event: ___________________________

Event/Entry Fee: ___________________________

List participant’s names and either their student ID # or faculty/staff IMA Membership Card #:

1. ___________________________  11. ___________________________
2. ___________________________  12. ___________________________
3. ___________________________  13. ___________________________
4. ___________________________  14. ___________________________
5. ___________________________  15. ___________________________
6. ___________________________  16. ___________________________
7. ___________________________  17. ___________________________
8. ___________________________  18. ___________________________
9. ___________________________  19. ___________________________
10. ___________________________  20. ___________________________

In order to be reimbursed for this event, you must provide the following documentation and return department equipment/uniforms.

- Provide an official receipt indicating amount the club paid
- Provide results of the event: ___________________________

Requesting Club Officer: ___________________________  Date: ___________________________
Fleet Services Operator Acknowledgement

"I have received a copy of the Fleet Services Program Policy Manual for Drivers and have read it"

"I agree to comply with the regulations stated herein"

Additional Driver information for Departmental Use:

__________________________________________________________
UW NET ID

__________________________________________________________
UW ID Number

__________________________________________________________
Drivers License Number and Exp.

__________________________________________________________
Print Name

__________________________________________________________
Sign Name

__________________________________________________________
Department Date

Fleet Services does not require a copy of the Operator Acknowledgement. This is meant for departmental use only. Operator Acknowledgement should be stored with the operator's home department.
Recreational Sports Programs
c/o _____________________ Club
Box 354090
University of Washington
Seattle, WA 98195