Safety & Facilities Guidebook
BUILDING ADDRESS
123 Harvard Street SE
Suite 278A, University Recreation and Wellness Center
Minneapolis, MN 55455
Email: sportclb@umn.edu
Phone: 612-625-6017
Fax: 612-625-7971

GOALS FOR THIS GUIDEBOOK
• Develop an essential resource guide for new and veteran officers.
• Simplify policies and procedures for clubs.
• Clearly define the Sport Clubs Program, University Recreation and Wellness, and University expectations.

SPORT CLUBS PROGRAM MISSION
Embodying the ideals of the University of Minnesota and University Recreation and Wellness, the mission of the Sport Clubs Program is to develop students through competition, instruction, financial responsibility, and general administration of their sport clubs. The goal of the Sport Clubs Program is to create a safe and fun environment that encourages:
• Positive University of Minnesota experiences.
• Character development through athlete commitment and excellence.
• Physical, social, and leadership development.
• Cultivation of friendships.
• Recreational and competitive opportunities, regardless of skill level.
• Lifetime appreciation for sport and physical activity.
• Memories that last a lifetime.
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The Sport Clubs Program: Big Picture

Clubs organized through the Sport Clubs Program represent more than just their immediate group of members. As an official University of Minnesota organization, all actions taken by a Sport Club represent the Sport Clubs Program, the University Recreation and Wellness Center, the Student Unions and Activities Office, the University of Minnesota, and the sport’s national governing body. Affiliation to the Sport Clubs Program is a responsibility all club members, and especially club officers, must take seriously. Failure to properly represent these entities can result in the club or specific club members being suspended or removed from the program. Do not let it get to this point. Please see the Sport Clubs office staff if you have any concerns. They are there to help you avoid any problems and are more than willing to provide assistance.

The Sport Clubs Program

The Sport Clubs Program offers University of Minnesota students an athletic experience where their skills can be challenged, while fostering an environment conducive to growth, development, service, and leadership within the University community.

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

Individual sport clubs are managed and organized by its members and supervised by the Sport Clubs Program staff. It is the responsibility of the club to elect officers and to coordinate practices, competitions, transportation, publicity, and other club activities. It is through this coordination that our officers develop leadership, delegation and organizational skills. The Sport Clubs Program staff are club’s advisors and liaisons to the University Community.

Contact Information:
123 Harvard Street SE
Suite 278A, University Recreation and Wellness Center
Minneapolis, MN 55455

Telephone: 612-625-6017
Email: sportclb@umn.edu
recwell.umn.edu/programs/sport-clubs

The University Recreation and Wellness Center

The University Recreation and Wellness Center (URWC) mission is enriching the campus experience and encouraging healthy lifestyles. The URWC values are:

- Excellence: Exceeding expectations and standards
- Integrity: Leading with sound and responsible judgment
- Development: Fostering a culture of growth and improvement
- Collaboration: Working collaboratively to achieve common goals

Contact Information:
123 Harvard Street SE Minneapolis, MN 55455

Telephone: 612-625-6017
Email: sportclb@umn.edu
recwell.umn.edu
The Student Unions and Activities Office

The Student Unions and Activities Office (SUA) has set basic guidelines and policies student groups must follow in order to exist on campus. Sport Clubs are considered to be a University Campus Life Student Program (UCLSP), which is an elevated status when compared to the majority of the clubs on campus. This means that Sport Clubs have access to additional opportunities, privileges, and resources which result in additional responsibilities to the University.

The SUA Advisors’ goal is to provide an opportunity for students to learn and develop life skills in a safe environment that compliments their academic experience and enriches campus life through their involvement in student groups. SUA's ultimate goal is student group success. SUA defines success as an educational and impact filled experience for group members. SUA works with all student groups in planning, implementing, and evaluating events, fund-raisers or retreats. SUA advises groups on financial matters, tax questions, legal matters, and insurance questions.

Contact Information:
126 Coffman Memorial Union
Minneapolis, MN 55455

Telephone: 612-625-6017
Email: sao@umn.edu
www.sua.umn.edu

The University of Minnesota

University Campus Life Programs affiliated to the Sport Clubs Program officially represent the University of Minnesota in all of the groups' endeavors. With this affiliation, University Campus Life Programs shall have an additional obligation to consider and act in accordance with best interest of the University in all aspects of operations and activities. The University Recreation and Wellness Center - Sport Clubs Program, through the designated staff or faculty advisor, shall assure compatibility between the group's operations and actions and University interests. University Campus Life Programs also received tax-exempt status, which must be used in the most appropriate manner.

IMPORTANT: The Sport Clubs Program is the clubs’ connection to the University. Sport Clubs should direct all questions and comments relating to the University to the Sport Clubs Program staff.

National Governing Bodies

Each club should be members of their own national governing body. Many times, the national governing body will connect a club with other university and college groups who are actively pursuing similar goals, thus creating a network and support system for the club. Clubs are encouraged to become involved with their national governing bodies through membership, event participation, conference attendance, etc.

Contact Information:
Contact your governing body for more details.
**Big Picture Hierarchy**
Below is the hierarchy of entities that your club represents. It is important to understand that your individual Sport Club is part of a much bigger picture. The actions of your club reflect many entities and people.

**Sport Clubs Hierarchy**
Below is the hierarchy of sport clubs in flow chart format. This is a guide for officers to understand in regards to team decision making.
Athletes, coaches, and instructors in the Sport Clubs Program are ambassadors of the University of Minnesota and the University Recreation and Wellness Center. All ambassadors are expected to behave with dignity, both on and off the field. They are expected to adhere to all policies and procedures and serve as role models to each other to the campus community while participating in events at other universities. They assume an obligation to conduct themselves in a manner compatible with the University’s function as an educational institution. When members participate in an event or club activity, they accept the responsibility of representing the University in a way that will not detract from the reputation of the institution or violate behavior of any sort which would reflect negatively on the image of the University of Minnesota, the University Recreation and Wellness Center, and/or the image of their specific sport will not be tolerated of Sport Clubs Program participants any University policies, recommendations, regulations, or procedures. All club officers are expected to meet all job expectations and duties defined on their job description outlined in their club operating guidelines. Any breach of this Code of Conduct will be forwarded to the program staff.

University of Minnesota Code of Conduct

It is the policy of the University of Minnesota (University) that certain minimum standards of conduct are necessary to safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to assure protection of the interests of the University as it seeks to carry out its mission.

The University requires a community free from violence, threats, and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to a rational and orderly approach to the resolution of conflict. Club officers and members are required to comply with the University’s Code of Conduct. As such, any non compliance will result in removal from the Sport Clubs Program and automatically revoke the clubs student group status with the SUA as well.

It is the club officer’s responsibility to make sure that all club members are aware of their responsibility to comply.

The entire Code of Conduct can be viewed at the following website: http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf

Student Unions and Activities Office Policy
http://www.sua.umn.edu/groups/handbook/

Sport Clubs Program Code of Conduct

The Sport Clubs Program aims to provide recreational activities for members of the University community. These activities should be conducted in a manner that represents the best interest of the University, while minimizing risk, ensuring participant safety, and maintaining quality facilities and equipment. Any conduct that interferes with these goals will result in disciplinary action for individuals and/or clubs involved. Examples of Code of Conduct violations can include, but are not limited to, the following:

Behavior - Disregarding the Sport Clubs Program policies about drugs, alcohol, and behavior

- Consume or in possession of alcohol or illegal drugs while serving as a representative of the club and institution (club travel, practice, meetings, etc)
- Strike, or attempt to strike, an opposing player beyond the realm of the sport
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent behavior – verbal or physical
- Use obscene gestures, profanity, or disrespectful language
- Purposefully insult, disrespect, or threaten any participant, official, staff, spectator, or other to any extent while representing the University, University Recreation and Wellness Center, Sport Clubs Program, or the individual club
Staff & Participant Safety - Jeopardizing the health and well-being of staff and other participants.
  • Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures
  • Threats, intimidation, or verbal aggression
  • Initiating acts of physical aggression
  • Fighting (punches thrown)
  • Failure to complete incident or accident report form
  • Failure to comply with requests from Recreational Sports Staff
  • Being under the influence of alcohol/illegal substances

Facility Policies - Intentionally disregarding existing facilities policies.
  • Willful or repeated disregard for Facility Policies
  • Failure to comply with requests from Recreational Sports Staff
  • Being under the influence of alcohol/illegal substances
  • Using facility space for club purposes when unauthorized or not scheduled

Access infractions - Engaging in unauthorized entry and exit from University Facilities.
  • Allowing unauthorized users to enter the facility
  • Entering the facility through any door other than the main entrance
  • Entering the facility without the proper safety and or authorized personnel in attendance
  • Unable to produce a valid picture ID when requested
  • Exiting door marked as emergency exits only
  • Using facilities as an affiliated member or coach during times and in spaces other than club practice
    times and space
  • Unauthorized use of any facility on campus while serving as a representative

Facility & Equipment Issues - Disregarding equipment or facility policies.
  • Failure to return checkout equipment or keys in prescribed time
  • Destroying or defacing any property
  • Failure to properly maintain any University equipment or field space
  • Failure to cancel practice or competition due to ground saturation, weather conditions, or other field
    conditions

Financial Infraction - Inappropriately using or managing club money.
  • Unauthorized expenditures
  • Unauthorized accounts
  • Negative account balances

Travel - Inappropriate behavior while on club/University business.
  • Inappropriate use of rental vehicles
  • Inappropriate use of hotel/motel rooms
  • Inappropriate travel
  • Consume or in possession of alcohol or illegal drugs while traveling for club/University business
Sanctions

Any of the following sanctions may occur as a result of participant or club misconduct:

- Suspension of Sport Clubs privileges for one day (or the remainder of the day), one semester, the academic year, or indefinitely.
- Suspension of specific University Recreation and Wellness Center program privileges for a period of time as outlined above, while retaining Recreation Center privileges.
- Responsible for paying for repair or replacement of lost or damaged equipment or property.
- Notification and referral of case to University Police, Campus Student Relations and Judicial Affairs, and the SAO.
- Hold on all financial accounts.
- Community service by individuals or the entire club.
- Suspension of all facilities and/or equipment.
- Removal from program.

Should any participant and/or club misconduct occur, these steps will be followed:

Conflict Resolution
The staff person or officer in charge of the area responds to the incident. The staff person reserves the right to ask participants and/or clubs to leave the facility or premises.

Report Filed
The responding staff person or officer submits a report of the incident to the Program staff. The Program staff evaluates the situation and meets with club members involved to discuss the incident. The Program staff makes a recommendation to the Program Manager regarding the appropriate sanction.

Program Director Decision
The Program Director makes a decision after discussing incident with University Recreation and Wellness Center Associate Director and/or the SCAC, and then informs the participant and/or club of the decision.

Appeals Process
Appeals are made to the SCAC and/or the Associate Director for Programs. Appeals must be submitted in writing within seven days of the incident. The individual or club may meet with the SCAC or the Assistant Director for Programs after submitting the written appeal.

Final Decision
The SCAC and/or the Associate Director for Programs will make a final decision that may include reduced, modified, and in some cases, increased sanctions.
THE SPORT CLUBS PROGRAM

Benefits
The Sport Clubs Program staff can provide the following assistance and services to our Sport Clubs:

Leadership Opportunities
- Sport Clubs Advisory Council membership
- Officer responsibilities
- Permission to officially represent the University of Minnesota - Twin Cities during all club activities

Logistics Support
- Program advising and assistance
- Computer and printing access
- Access to legal council
- Campus Life Program status
- Access to the tax-exempt status of the University
- University’s general liability insurance coverage
- Free CPR and First Aid training
- Alumni Lists
- University and Program policy updates and notification
- First Aid kit and supplies
- Equipment usage & purchasing assistance
- AV equipment usage and access
- Phone access for club business (including long distance)
- Lap top rental for club business
- Powerade product for special event usage, when available

Promotions
- Free informational table reservations in University Recreation and Wellness Center
- Access to University word marks, logos, and colors
- Access to Club and University Recreation and Wellness websites

Finance
- Potential for annual allocation
- Free banking through University account
- Financial transactions and the development of fiscal management
- Budget preparation training
- Financial assistance through grants and allocation

Travel and Facilities
- Access to University and (University contract supported) outside rental vehicles
- Facility space access for practices and special events
- Field and room preparation for special events
- Classroom and meeting space
- On-campus event registration and planning tools
The Sport Clubs Program staff is dedicated to ensuring a positive experience for every member. They are available to answer questions, provide support, and coordinate logistics and facility concerns with the University. Please contact the Sport Clubs Program staff with any questions.

**Program Director**

Jessica Novotny Couillard  
Email: jnc@umn.edu  
Phone: 612-625-2083

**Responsibilities:**  
- Facility space reservations  
- Special event requests  
- Sponsorship agreements  
- Contracts  
- Conflict management  
(authorized signer)

**Program Coordinator**

Mikayla Miller  
Email: mill3998@umn.edu  
Phone: 612-626-8014

**Responsibilities:**  
- Club officer training  
- Club financial management  
- Travel planning  
- Logo/publication approval  
- Fundraising request approval

**Student Staff**

Email: sportclb@umn.edu  
Phone: 612-625-6018

**Responsibilities:**  
All general program inquiries.
The Sport Clubs Advisory Council (SCAC) is the advising board for the Sport Clubs Program. The SCAC is a valuable entity to the Sport Clubs Program because it is comprised of representatives from Sport Clubs teams who contribute their perspectives, experiences, and advice to enrich Sport Clubs for everyone. The SCAC encourages members to experience a range of responsibilities and leadership challenges. The SCAC also serves as a lobbying group for the individual sport clubs. Members of the SCAC must work hard, as it takes dedication, involvement, and a considerable amount of time to successfully fulfill the duties of the SCAC.

Responsibilities

- Attend required meetings with Sport Clubs Program staff
- Provide feedback on new initiatives and ideas
- Understand Sport Clubs Program policies and guidelines
- Attend Budget Hearings after thoroughly reviewing club budgets
- Assist with developing new criteria for the allocation process.
- Review the allocation requests and make recommendations to the Program Director, prior to allocation distribution
- Make recommendations to the Sport Clubs Program on the admission, suspension, expulsion, and status of all new and current sport clubs

Membership Information

- SCAC membership should consist of at least six full time, degree seeking students, who:
- Are current members of clubs who are in good standing with the Sport Clubs Program
- Have been club officers for at least one full semester prior to serving as an officer
- Can attend all scheduled monthly meetings. Failure to attend two meetings will terminate the individuals membership
- Is willing to dedicate time and effort into the budget allocation process
- Understands and upholds University policy and guidelines
- Is in good standing with their club
- Has been asked by the Sport Clubs Program staff to serve on the SCAC or nominated by another club official to serve
- Is not in the same club as another SCAC representative
- Has not served on the SCAC for two years previously

Budget Process

- SCAC members are actively involved in the club budget and allocation request process
- SCAC members are responsible for gathering all information relative to the clubs budgets and make an official allocation recommendation to the Sport Clubs Program staff for their consideration
- SCAC members are expected to commit additional time to this process, as club allocations rely highly on the SCAC’s recommendations.
- This entire process occurs during the spring semester.

Meetings

- SCAC meetings will be organized and headed by the Sport Clubs Program staff and last approximately one hour. Members are expected to attend all meetings.
- Special circumstances, such as budget reviews, hearings, and allocation recommendations may require additional meetings. A minimum of five days notice will be given to SCAC members.

Benefits of Being an SCAC Member

- Involvement and input can leave a “mark” on the program and benefit over 1,200 club participants
- Interaction with other Sport Clubs officers
- Develop a better understanding for the Sport Clubs Program and the University
- Be actively involved in allocation decision-making
- Direct input on policy decisions
- It looks great on a resume!
OFFICER RESPONSIBILITIES

As official representatives of the University of Minnesota, our collective goal is to develop students through competition, instruction, financial responsibility, and administrative organization. As a club officer, these should also be your goals. It is now your responsibility to make sure that your club abides by University policy and procedure. The Sport Clubs Program staff is here to help you through this process.

General Information

- Club officers must be full-time, degree seeking students, aggressively pursuing a degree.
- Clubs must elect a president, treasurer, travel coordinator and facility/safety coordinator. Other elected positions are acceptable with approval from the office.
- ALL club officers are responsible for understanding the code of conduct and for sharing this information with members of the club on a regular basis.
- Club officers are responsible to meet the expectations set by the University and to understand and adhere to due dates, procedures, and rules.
- Document club meetings.

President (Required)

- Preside over club meetings and conduct club business.
- Ensure that the club understands the Sport Clubs Program’s Code of Conduct.
- Maintain strong, positive relationships between club members and the Sport Clubs office.
- Uphold the club’s reputation with the University, University Recreation and Wellness Center, and Sport Clubs Program.
- Ensure that all assigned tasks and responsibilities are completed by club members and other officers.
- Approve club spending with the treasurer.
- Delegate responsibilities as necessary.
- Approve the club budget before submission to the Sport Clubs office.
- Develop and encourage new club leadership.
- Work with SCO staff to hire any coaches or instructors.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

Vice President (Suggested)

- Assume the president’s responsibilities in his or her absence.
- Assist the president with the responsibilities listed above.
- Inform the Sport Clubs office of officer transitions.
- Oversee that all memos, emails, and phone calls are dealt with by all officers and club members when necessary.
- Ensure that all officers are fulfilling their responsibilities to the club and the Sport Clubs Program.
- Oversee the special event and practice facility request process.
- Assist the treasurer with budget preparations.
- Assist the travel coordinator with preparing travel paperwork and travel arrangements.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

Treasurer (Required)

- Keep all account ledgers up to date.
- Meet with the Sport Club Coordinator once per month to discuss payment plans and team agendas for upcoming months.
- Oversee and pre-approve all club financial transactions.
- Ensure that club money is deposited immediately into one of the club’s accounts
- Reconcile club ledgers with the monthly account statements.
- Participate in the budget process.
- Understand current year’s planned budget.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.
**Travel Coordinator (Required)**

- Oversee all travel preparations including submitting appropriate request forms (travel, roster, rental vehicle, and approved driver), coordinating appropriate housing arrangements, coordinate transportation pick-up/drop off (if necessary).
- Communicate with other club officers to be sure financial obligations for travel can be met.
- Must be an Approved Driver.
- Contact Sport Clubs Program staff in the instance an accident occurs.
- Inform club members of all travel advisories and updates made available to the club.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

**Safety/Facility Coordinator (Required)**

- Understand, distribute, collect, and deliver club participation waivers to the Sport Clubs office.
- Request special event, meeting, recruiting, and practice space.
- Manage the club first aid kit and club key list.
- Must be CPR and First Aid certified.
- Track CPR/First Aid certifications of club members and verify that at least two CPR/First Aid certified club members are present at each practice.
- Understand Emergency Action Plans for ALL facilities.
- Carry emergency contact list at all times.
- Carry, complete, and submit Injury, Incident and Accident and FLEET Accident Report forms to the Sport Clubs office when appropriate.
- Determine when the club should leave a facility/field based on weather, field conditions, and schedule conflicts.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

**Additional Positions (Must be approved with SCO)**

Other club officer positions can be decided by the club with SCO approval. Suggested additional officer positions include the following:

- Fundraising coordinator
- Secretary
- Communications/Marketing manager (ex. website, social media, publications, etc)
RE-REGISTRATION REQUIREMENTS

All Clubs are required to complete the Re-Registration process annually in order to be eligible to retain Sport Clubs Program membership benefits. Re-Registration details and deadlines are subject to change annually, and are detailed in the ‘Sport Clubs Re-Registration Packet.’ All parts of this process must be completed before a club is eligible to begin any club activities.

Failure to complete any these requirements by the given due dates may result in penalties at the discretion of the Sport Clubs Program Staff.

The annual Re-Registration requirements include four parts:

**Sport Clubs Activation**

Sport Clubs Program activation is free of charge, but requires that the club complete the following:

- Submit updated copy of Activation Form
- Submit updated and signed copy of Club constitution
- (Each required officer) Attend Officer Training Session
- (Each required officer) Pass Officer Test
- Submit updated copy of Fall Competition Schedule
- Complete SUA Re-Registration process (details below)

**SUA Registration**

All members of the Sport Clubs Program are considered Campus Life Program. Student groups that register with the SUA each year receive special benefits and privileges; this includes access to the Sport Clubs Program, in addition to:

- Free email address and web site hosting
- Assistance with grant programs on campus
- Access to SUA’s Advising Services
- Free or discounted room reservations in Coffman Memorial Union and St. Paul Student Center
- Listing on the student group page of the SUA Web site
- Access to University facilities, equipment, and services
- Eligible to participate in campus-wide programs and activities (e.g. Homecoming)

**Read the Re-Registration packet for more details on the SUA Re-Registration process.**

**Travel and Safety Requirements**

All items below must be completed before:

- CPR and First Aid Certifications (3 of each) are on file in the Sport Clubs Office
- Club’s First Aid Kit is checked out of the Sport Clubs Office
- Required Participation Waiver Form is on file for each club member (including coaches and/or instructors; must be completed annually)
- (if applicable) Facility Keys are picked up

**Coach/Instructor Hiring Requirements**

All Coach/Instructor Hiring requirements must be completed before any coach and/or instructor can participate with the club in any capacity (i.e. tryouts, practice, competitions, etc.). All Coaches/Instructors must have this process completed before the club can begin any club activities.
GENERAL RULES, POLICIES, AND TERMS

The topics discussed in this section relate to the various responsibilities club officers, instructors, coaches, and members may encounter in a variety of different settings and situations. It is in the club’s best interest to become familiar with this information before proceeding.

Alcohol and Drugs

• The use, possession, or transfer of any intoxicants, controlled substances, alcohol, or related paraphernalia, in any manner while participating in club activity or on University Recreation and Wellness Center’ property is strictly prohibited.
• Club activity can include, but is not limited to, meetings, practices, competitions, trips and/or any other activity that could be identified as club activity.

Authorized Signer and Contracts

• Club officers, coaches, and members are not authorized to sign any contracts on behalf of the club, the Sport Clubs Program or the University of Minnesota.
• All contracts must be reviewed and signed by the Sport Clubs Program staff. Contract review can take up to, or longer than, 2 weeks, depending on the content.

Appropriate Use

• Clubs are responsible for any damages that occur to any field or facility during their use for club practices, events or competitions.
• Clubs are required to abide by all University of Minnesota, University Recreation and Wellness Center, and Sport Club Program policies regarding facility use.

Class Absence Request

• This needs to be submitted to the Sport Clubs Office a minimum of 2 weeks prior to departure date. Late requests will not be accepted.
• These forms are not “approval” to miss class, they are simply requests submitted to professors stating that you will be gone and why. It is at the professor’s discretion whether to excuse your absence or not. Consult with professors prior to requesting a class absence form, as some will not need formal requests.
• Class absences cannot be requested for study days and finals week.

Dissolution

• Upon dissolution of a sport club and after all debt is paid, any remaining funds shall be deposited into the Sport Clubs Advisory Council’s account for future distribution.

Food

• Clubs must obtain an approved Food Permit in order to serve food at any club function or event.
• Clubs can pick up and turn in a food permit request in the Sport Clubs Office.
• Food permit approval can take up to one month, so plan in advance.
• Additional arrangements must be made for garbage disposal.
• All food must be prepackaged in individual servings or come from a reputable catering service.
**Hazing**

- A Sport Club or its members should not conspire to engage in hazing or commit any act that injures degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student and/or person attending the University.
- The act of hazing will not be tolerated and should be reported to the appropriate University officials.

**The Log Board**

- The Log Board was developed to help club members and officers track their completed and pending Sport Clubs Program responsibilities. The master Log is displayed in the Sport Clubs Office.
- If at any time there is a mistake on the Log, contact the office and provide them the necessary details and supporting materials proving the task was completed, and the necessary changes will be made.
- It is important to complete each task on the log by the stated deadline, as the club’s final allocation amount is based on the club’s compliance with Sport Clubs policies and deadlines.

**Mailing Address**

All club mail, including fundraising checks, donations and sponsorships, and packages should be mailed to the Sport Clubs Office using the following address:

University of Minnesota (Club Name)
123 Harvard St SE
Suite 278A, University Recreation and Wellness Center
Minneapolis, MN 55455

**Responsibility**

- Registered officers of a sport club shall have personal responsibility and accountability for the finances and operations of the group, in accordance with the Policy on Registration and Classification of Student Groups (SUA Guidebook), as specified by the club constitution and as specified by Sport Clubs Program policies and procedures.
- Registered officers have the responsibility to report any mishandling of funds to Sport Clubs Program staff immediately.

**Student Groups**

- All sport clubs must be registered as a Campus Life Group through SUA.
- This status requires that the club’s activities, operations, and decision making processes be directly governed by the Sport Clubs Program.
- Campus Life Groups must comply with all University financial polices and run finances through University approved financial systems, understand that they are subject to oversight by the Sport clubs Program and the University Recreation and Wellness Center.

**Weather**

- Outdoor clubs should use caution when bad weather is in the forecast.
- If the club has to cancel an outdoor practice due to weather, let the staff know so they can try to make arrangements for a make-up practice.

The Intramural hotline is a great way to identify whether or not the fields are usable due to weather or field conditions. IM Hotline # is 612.625.3558. The Weather Hotline will be updated by 5:00pm when there is inclement weather in the area.

It is the responsibility of the club officers to make sure the necessary steps are taken to be sure that the fields are used without damage and that all spectators and participants are safe. Make the right decision and call the practice/game if the weather appears to be making the situation unsafe.
Talking to the Press

- Clubs are encouraged to promote their club and its successes through various media outlets.
- Always be sure to include a statement that indicates the club is overseen by the University Recreation and Wellness Center.
- Controversy, accidents, and emergency topics associated to the University Recreation and Wellness Center, and the sport club, is the responsibility of the Director of Recreational Sports. Forward all requests for conversation on to the Sport Clubs Program staff, and they will forward it on to the Director.

Update Newsletter

- Updates are emailed monthly and contain valuable information as well as upcoming due dates.
- They are your first resource for questions.
- All club officers will be held accountable for the information in an update.
- Failure to review and act upon the information within an update will result in penalties.

Violence

- A sport club or its members should not conspire to engage in violent acts or commit any act that injures degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student and/or person attending the University. This can include, and is not limited to verbal, physical, and emotional violence.
- As representatives of the University, the club and its members should be stewards for the University and uphold a good nature when interacting with others on and off the field.
MEMBERSHIP

In order to be affiliated to the Sport Clubs Program, individual sport clubs must adhere to the following membership requirements:

- The club must have at least 10 full-time students, actively involved in club activity.
- Competitive clubs must have at least 75% of its membership be full-time students, actively involved in club activity.
- Instructional clubs must have at least 50% of its members be full-time students, actively involved in club activity.

Full-Time Students

- Sport club members who pay student service fees are considered full-time students.
- Sport Club membership should be open to all full-time, degree seeking students who pay student service fees. Exceptions have been made for clubs who have limited facility space and/or resources, in which case, try-outs are hosted.

Non Full-Time Students

- Sport club members who do not pay student service fees are considered non full-time students and must purchase a Recreation and Wellness Center membership and provide insurance coverage information in order to participate in Sport Club activities. Requests to purchase these memberships must go through a club officer (process referenced in the President Guidebook).
- Club members who are non full-time students may not be eligible to participate in certain special events or competitions, in which there are academic requirements. Reference the “Eligibility” section for more information.
- If a potential club member is not eligible for a RecWell membership, the club can act as a sponsor by completing an SCO Sponsored Membership Request Form.

Participation Waiver Forms

- Anyone who is interested in participating with any club in any capacity must complete a Participation Waiver Form (including coaches/instructors). This must be completed/renewed annually.
- Participation waivers can be filled out on-line at the Sport Clubs website or via the paper form.
- Hosting tryouts or a special event? Club Officers request a Special Event Waiver (one page waiver form) to be available at any of these events (if being used for tryouts, a final roster must be submitted and all members on that roster will be required to submit a copy of the Participation Waiver Form).
- Club officers should ensure that members read the waiver thoroughly before signing and that each waiver is filled out completely. Incomplete or illegible forms WILL NOT be accepted.
- Club members who do not pay the student service fees must provide their insurance information before participating.
ELIGIBILITY
This section details basic criteria clubs must meet in order to be eligible to participate in the Sport Clubs Program.

Program Eligibility
Clubs that are eligible to participate in the Sport Clubs Program:

• Understand and uphold Sport Clubs program and University policy, procedure, and guidelines
• Meet due dates and follow time lines set by the Sport Clubs Program
• Meet the membership requirements set by the Sport Clubs Program
• Are activated with the Sport Clubs Program and registered with the Student Unions and Activities Office (SUA)
• Communicate with the Sport Clubs Program staff regularly
• Respect their role at the University and within the University community
• Are a group of individuals who are positive role models, leaders, and advocates for the University
• Understand and abide by the University of Minnesota and the Sport Clubs Program Code of Conduct
• If competitive, compete in a league or national governing body events that lead to an intercollegiate championship title.

Academic Eligibility
Club members will be deemed “eligible” to participate in intercollegiate competition if they meet the following criteria:

• Carry at least a 1.65 cumulative grade point average;
• Currently enrolled full-time and degree-seeking. Undergraduates must be enrolled in a minimum of 13 credits; graduates must be enrolled in a minimum of 6 credits. The full-time credit requirement is waived if (1) The student is carrying the required course load needed to graduate the semester that they are being certified for (verification from a college official is required) or (2) The student has been granted a reduced credit load via the 13-Credit Policy.
• Within six years of their first term of full-time enrollment, if an undergraduate student

If a club member does not fulfill these expectations, he/she will not be allowed to participate in intercollegiate competition. Please note: This is a University expectation. The Sport Clubs Program simply enforces it. Governing bodies, leagues and/or event hosts may have additional academic eligibility requirements that participants must meet before they can participate in their event(s).

Club officers must submit these academic eligibility requirements and supporting documents into the Sport Clubs Office as soon as they receive them, but no later than one month prior to the event. The Sport Clubs Program staff will submit these additional academic eligibility check requests to the Registrar on the club’s behalf. Late requests will be accepted on a case by case basis, but will NOT be guaranteed to be done by the requested deadline.
BUDGET PROCESS

The budget process is a mandatory for all Sport Clubs. This process sets a tentative club budget for the upcoming school year. This allows:

- New officers to have an idea of what they need to plan for and accomplish.
- The Sport Clubs Advisory Council and Program staff to determine an appropriate allocation amount.
- The University Recreation and Wellness Center staff to evaluate information regarding club performance and plans.

Steps to the Budget Process

All steps are required for all Clubs. A required Budget Training Session (#1) will be hosted at the beginning of the Spring semester to help guide you through this process:

Training
- Mandatory training session for the club Treasurer and at least one other club officer (additional officers are encouraged, but not required, to attend)
- The training session will walk your club through all of the required steps

Preparation
- This is a CLUB planning process - not the sole responsibility of any club Treasurer
- During this step, your club will review your financial activity and prepare an appropriate budget to be used in the next step
- Our Program does have access to your club’s past budget information - just ask us for it!

Data Entry
- During this step, your club will enter your prepared budget into the Program’s Data Entry form in the office
- Your club will have 20min to enter this information - come prepared!

Revisions
- The Sport Clubs Program staff will review budgets after the data entry deadline has passed and make recommendations and requests for clarifications
- Clubs will have at least one week to revise the budget according to recommendations of the staff; clubs can choose not to make the recommended changes, but this is not advised

Budget Hearing
- This is an opportunity for the Sport Clubs Advisory Council to meet with club leadership to discuss the club’s requested allocation and proposed budget for the following year
- Club officers should fully understand the club’s budget prior to attending this meeting

Adjustments
- If your club receives extra funding or a different allocation amount, you are required to adjust your budget to reflect these changes
- Clubs will have one week after allocations are announced to make these adjustments

Allocation Announcements
- The annual allocation will be announced at the end of the spring semester (this will take place after the Sport Clubs Advisory Council has formally presented its final allocation recommendations to the Sport Clubs staff for their review)
- Once the Sport Clubs staff has made their final decision, memos indicating the details of the allocation and its terms will be distributed to the clubs
FINANCES

Sport Clubs income and expenditures are a vital part of the success or failure of a club. It is imperative that each club closely monitors its accounts and insures that all expenditures are approved by the club's treasurer and the Sport Clubs Program staff. All Club officers should consistently meet with the club Treasurer to be sure that their upcoming plans and financial needs can be met.

Compliance and Responsibility

- The financial operations of the sport club must be conducted in accordance with all applicable local, state, and federal laws and regulations; University, University Recreation and Wellness Center, and Sport Clubs Program policies and procedures; and the clubs respective constitution.
- All financial operations shall be conducted through the University Accounts system once approved by the Sport Clubs Program staff.
- Registered officers of the sport club shall have personal responsibility and accountability for the finances and operations of the group, in accordance with the Policy on Registration and Classification of Student Groups (SUA Guidebook), as specified by the club constitution and as specified by Sport Clubs Program policies and procedures.
- Registered officers have the responsibility to report any mishandling of funds to Sport Clubs Program staff immediately.

Accounts

Sport Clubs are authorized to bank through the University Primary Account and Endowment Fund. Other financial accounts or saving systems that are not managed by the Sport Clubs Program staff will be considered unauthorized and may result in the club being removed from the Sport Clubs Program and/or University.

Allocation

- A portion of the University Recreation and Wellness Center annual funding request from the Student Service Fees Committee is the Sport Clubs Program Allocation. Clubs who have access to these funds shall comply with auditing requirements and other financial and operational standards established by the University Recreation and Wellness Center and the Student Service Fees Committee.
- Each club's allocation is determined by the club's budget, ability to meet the expectations of the Sport Clubs Program, and ability to complete the budget process.
- Allocation decisions are ultimately made by the Sport Clubs Advisory Council, while under advisement of the program staff.

Paperwork

Only Treasurers have the authority to request a financial transaction and must receive Sport Clubs Program staff approval prior to making any financial arrangements. Failure to do so will result in an unauthorized purchase. Paperwork must be filled out completely and correctly or it will be returned to the club's mailbox. If paperwork is consistently turned in incorrectly, it will affect the club's allocation.
**Documentation**
- All club income and expenses must be documented on the clubs working budget and appropriate account ledgers.
- There is always a chance of being audited and failure to have accurate records will be held against the club.

**Income**
- All money paid to the club must be deposited into the Sport Clubs Program’s authorized and managed account. Failure to deposit club income into these accounts may result in suspension.
- All checks are payable to the University of Minnesota—(your clubs name). No one should write a check out to an individual club member.
- Cash income should be deposited into one of the clubs authorized accounts IMMEDIATELY.

**Sales Tax**
- Clubs must charge sales tax for equipment and other taxable items they sell for profit and to the public.
- Clubs must consult the Sport Clubs Coordinator at least one month in advance of their plan-to-sell date so the appropriate processes can be coordinated.

**Tax-Exempt/Non-Profit**
- Clubs affiliated with the Sport Clubs Program have access to the University of Minnesota tax-exempt certificate. This certificate should be used in all club purchases. To receive a copy of the certificate or to use the non-profit ID numbers, contact the Sport Clubs Program staff.
- Clubs must receive Sport Clubs Program staff approval prior to using the non-profit status or tax exempt certificate.
- Clubs must inform vendor of tax-exempt status prior to submitting a purchase request. In some instances, the club will be responsible for paying taxes as indicated by local, state or federal law.
2018-2019 FINES & PENALTIES

LEVEL 1
(Low, $25 Fine/Item)
Failure to complete any of the items listed below by their given deadline will result in a $25.00 fine from the SCO, and are eligible for further disciplinary action at the full discretion of the SCO staff.

- Summer Contacts
- Fall Coaching Eval ($25/missing form)
- Spring Coaching Eval ($25/missing form)
- Class Absence Request Forms

LEVEL 2
(Medium, $50 Fine/Item)
Failure to complete any of the items listed below by their given deadline will result in a $50.00 fine from the SCO, and are eligible for further disciplinary action at the full discretion of the SCO staff.

- Re-Registration ($50/missing item)
- Facility key check-in
- Budget Process ($50/missing item)
- Activation Form
- Club Constitution
- Officer Training Session (all roles)
- Officer Tests (all roles)
- Spring/Fall Practice Facility Requests
- Special event Request Forms
- Treasurer Meetings (TRMs)
- Travel Requests
- Travel Rosters
- Hotel receipt (turn-in)
- Unauthorized fundraiser
- Logo and Publication Request Forms

LEVEL 3
(High, $150 Fine/Item)
Failure to complete any of the items listed below by their given deadline will result in a $150.00 fine from the SCO, and are eligible for further disciplinary action at the full discretion of the SCO staff.

- Coach Paperwork
- Budget Training Sign-Up
- Budget Training
- Budget Data Entry Sign-Up
- Budget Data Entry
- Unauthorized drivers
- Rental vehicle & key turn-in
- Rental vehicle misuse
- Unauthorized fundraiser
- Logo and word mark usage
- Academic Eligibility Checks (late requests)
- Facility and field use
GENERAL FACILITY USE

The Department of Recreational Sports provides numerous facility options for sport club use. Access to these facilities is a privilege associated to the club’s affiliation with the Sport Clubs Program. Misuse of any facility or field space by the club or their guests will not be tolerated. Club officers should inform all club members, coaches/instructors, and guests of its responsibility to maintain the facilities. Clubs are also responsible for the safety and welfare of the club members, coaches/instructors, and guests. CPR and First Aid certified club members should be at all club practices and special events.

Facility Maintenance

• Clubs should notify on-duty facility supervisors or the Sport Clubs Program staff of any maintenance needs or requirements of any on-campus facility.
• Clubs should take great pride in the facilities that they use. Facilities should be used in the appropriate manner at all times.
• Clubs will be charged for any excessive damage that occurs during their use.

On-site Supervisor

• Request the assistance of an onsite supervisor if there is a problem with the way a facility is set-up, someone using the reserved space, or maintenance issues.
• The onsite supervisor has the final authority in all situations. Feel free to write an incident report and return it to the Sport Clubs Program staff should the need arise.
• When there is no supervisor present, club officers are considered the site supervisor.

Fieldhouse Use

• The Fieldhouse is utilized by a variety of users, each requiring a different set-up.
• Following each use, the Fieldhouse needs to be placed back into the standard set-up.
• Clubs can consult the facility supervisor for clarification on standard set-up.
• If there is equipment in the way of practice on a regular basis, fill out an incident report form and return it to the Sport Clubs Office.
• Equipment that is in the Fieldhouse space that is not the property of the club should not be used in any manner, unless approved by the facility supervisor.
PRACTICE FACILITY GUIDELINES

Facility Entry Procedures

• Club members and coaches should have either a University Recreation and Wellness Center membership (purchased at the University Recreation and Wellness Center or through Student Service Fees) or an Affiliate Card in order to access practice facilities.
  • Entry should be through the front door of all facilities. Misuse of elevator keys or propping doors will not be tolerated.
  • Upon entry, your U-card or an affiliate card with ID must be presented.

Conflicts in Schedule

• In the instance that another group is scheduled for the same time as your club’s practice, simply contact a facility supervisor and ask to see if there are any other accommodations available at that time.
  • If a supervisor is not available, try and accommodate the other group for the time being. You will not be giving them permission to use the space, simply making changes to the clubs set up to reduce interference.
  • After practice, complete an incident report form with all of the details, including contact information of the other group and the name of the facility supervisor. Turn this in immediately the next day so the program staff has time before the next practice to see that other arrangements are made for the group.
  • Every effort will be made to minimize conflicts, but clubs must be a positive advocate for the URWC in all situations. This includes those situations where the club may have to compromise one practice, in order to give the facility managers time to make corrections.

Guests

• Club guests may consist of family and friends who are interested in watching their student practice or prospective club members who have not yet decided if they want to join.
  • Clubs can put their guests on a Sport Clubs pass list and must notify Sport Clubs Program Director one week in advance.
  • The guest will need to present their photo ID to the attendant for admission.
  • Participation waivers will need to be completed if the guest wants to participate in club activities.

Keys

• Keys checked out to club members (the key holder) are the sole responsibility of this individual.
  • Keys can be checked out through the Sport Clubs Program office, at the beginning of the school year and must be returned before the end of the spring semester.
  • Key holders will also be responsible for lock or key replacement, or any other damages, if the key becomes lost.
  • Keys should only be used in a manner to assist club functions.

Practice Requests

• Practice facility requests are submitted to clubs on a semester basis, as listed on the Sport Clubs Calendar.
  • For best results, clubs should try and stick to the previous year’s practice schedule. Changes can be requested, but are not guaranteed.
  • Outdoor clubs can request indoor practice facilities for the winter months.
• Clubs can request up to eight (8) hours of practice time per week. Exceptions can be made on a case by case basis and must be approved each year.
• Clubs can only request space and time for club hosted, managed, and governed activities.
• Practices may be scheduled when facilities are normally closed.

**Practice Changes**

• Clubs must notify the Sport Clubs Program staff in the instance the club is canceling or making changes to a specific practice.
• 48 hour notice is required.
• Additional practice time may take longer to get approval. These requests should also be submitted to the Sport Clubs Program staff during the practice facility request process.

**Practice Schedules**

• Clubs are authorized to practice and meet when scheduled by the Sport Clubs Program staff.
• Facilities and fields that are unoccupied are not considered available for the club to use.
• Practice schedules should be announced two weeks prior to the start of school. Contact the Sport Clubs Program staff for specific details.

**Time Limits**

• Clubs should not request more than eight (8) hours of practice per week. Exceptions can be made, but only on a semester basis and after they meet with the Sport Clubs Program Coordinator.
• Practice times may be limited to the availability of facilities.
• Clubs may practice only during the times designated on their practice schedule distributed to them by the Sport Clubs Program staff.
SPECIAL EVENT GUIDELINES

Cancellations
• Clubs must notify the Sport Clubs Program staff if an event is cancelled.
• If notification is less than four (4) business days prior to the start of the event, the club may be charged for the anticipated supervisor fees. The event will count as one of the two major special events the club can host on campus.
• Bad weather or unforeseen circumstances may require that an event be cancelled at the last minute. As long as it is in the best interest of the participants, University, the fields or the facility, the club may not incur the expense of the cancellation.

Reservation Requests
• Clubs can only request space and time for club hosted, managed, and governed activities.
• Clubs are allowed to host two events per semester, free of charge, on URWC fields or facilities. Other venues may charge rent. This does not include regular season events (these are rent-free).
• Regular season games can be scheduled on URWC fields and facilities. These are limited only by space availability throughout the year.
• All special events MUST be approved by the Sport Clubs Program staff.
• Reservation can be made though the SCO via the Event Proposal Form. Clubs should submit these requests at least three (3) weeks prior to the event date.

Charges
• If the special event is a fundraising endeavor for the club, the club may be charged up to 20% of the clubs final income for URWC and Athletic facility rentals.
• Clubs may be charged for chair and table rentals, student supervisors, or other miscellaneous expenses.
• Meet with program staff to determine exact costs.

Setup & Preparation
• When submitting a Event Proposal Form, clubs need to specify any potential set up requirements they need to host their event.
• Safety/facility officer should meet with Sport Club Program Director 1 week prior to event to discuss any set-up logistics.
• Depending on the facility space reserved, some set up options may be limited. This will be determined on a case by case basis.
EQUIPMENT

Club equipment is defined as items the club owns with the intent to be utilized during club practice, competition, or events. This can include major machinery, balls, goals, uniforms, boats, disks, etc. Club officers are responsible for equipment purchasing decisions, for arranging purchases and maintenance, and for managing how the equipment is used. All club equipment is considered property of the University of Minnesota. If a club dissolves, its equipment becomes property of the University, not of the individual club members. The sale or disposal of any equipment must be approved by the Sport Clubs Program Director.

Maintenance

• It is the clubs responsibility to maintain all club equipment.
• Service and supplies needed to maintain the club equipment can be paid for with club funds, once approved by the Sport Clubs staff.

Storage

• Each piece of equipment must have an approved storage area for both in-season and off-season.
• Storage facilities can be rented with club funds.
• Minimal storage is available through the Sport Clubs Office. Contact the staff for availability.

Property Insurance

• Club equipment that is considered valuable to the club or the University should be covered under a property insurance policy. It is the responsibility of the club to purchase the insurance policy, but it must first be approved by the Sport Clubs Program staff.
• Personal property is entirely the responsibility of the owner of the item.
INSURANCE

General Liability Insurance
This insurance, which includes coverage for employees, students of the health professions, student teachers, and students while they are acting within the scope of their duties, is provided through RUMINCO LTD., a captive insurance company wholly owned by the Regents of the University of Minnesota. Essentially this means that all liability claims and related expenses are provided for with University funds.

General Liability pays for legally liable damages (brought about by facility defects) causing:

- Bodily Injury or Property Damage

Certificate of Insurance
Clubs may have to provide proof that they are covered by a general liability insurance policy. This proof can be provided through a certificate of insurance. Clubs can request this certificate of insurance from the Sport Clubs Program staff. It will take two weeks to obtain the certificate.

When requesting a certificate, the following information will need to be provided to the Sport Clubs Program staff:

- Name and address of the organization, group or business requiring the certificate.
- Type of insurance and limits required (a copy of the insurance portion of the agreement needs to be submitted to Sport Clubs Office).
- Type of activity the club will be involved in.
- Date of the event.
- Club member contact information.
- Organization, group, or business contact information.

Insurance Deductibles
The University, Department of Recreational Sports and the Sport Clubs Program will not be responsible for insurance deductibles incurred by individual club members or individual sport clubs actions. These deductibles will need to be paid in full by the individual or the club.

Personal Health Insurance
Individuals involved and associated with the Sport Clubs Program must provide their own personal health care insurance.

Vehicle Insurance- Personal Vehicle
When clubs choose to use their own personal vehicles on University business, the owners should be aware that the owner’s liability insurance, not the University’s will be the primary insurance if an accident occurs.

The University does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own.

Vehicle Insurance- Off-Campus Rental Vehicle
The University has a contract with National Car Rental and clubs should take advantage of this when they can. Clubs will receive better rates, not have to purchase extra insurance or have to pay the young drivers fee.

When it is necessary to rent a vehicle from outside the University, the club reserving the vehicle must first verify insurance protection on the vehicle from the vendor. Insurance coverage will not be provided by the University insurance policy. The verification must be in the form of a certificate of insurance from the rental or leasing firm. This certificate should state that the insurance on the rented or leased vehicle conforms with Minnesota “no fault” state law.

Vehicle Insurance- University Owned Vehicle
Damage to University vehicles, either rented from the Sport Clubs Program or Fleet Services, will be covered by the University of Minnesota’s insurance policy in most situations. Liability coverage, for the vehicle or property hit, is full coverage.

The individual or the club responsible for the damage will be required to pay for the damage deductible. This deductible is $500 per incident if an authorized driver is driving. This deductible can increase to up to $10,000 when an unauthorized driver is behind the wheel.
FIRST AID AND CPR CERTIFICATIONS

All Safety and Facilities Coordinators must be certified in both CPR and First Aid. Each club in the Sport Clubs Program must have at least three club members certified in both CPR and First Aid at all times while the club is a member of the Program. Proof of certification (photocopies of certification cards, etc.) must be kept on file in the Sport Clubs Office - these can be sent to our office via email or paper copies.

Clubs with more than one competitive side (A & B side, first team & second team, etc.) must have three members of EACH side certified in both CPR and First Aid.

Certification classes are offered to Sport Clubs members free of charge. To register for a course, visit the following link and follow the sign-up instructions on the page:

http://recwell.umn.edu/programs/certifications-training
Emergency Contacts

Please call down the list in order. If there is no answer leave a detailed message with a contact number.

Mikayla Miller       (c) 651.307-5944 (w) 612.626.8014
Jessica Novotny      (c) 612.799.6790 (w) 612.625.2083

In case of a fleet services vehicle mechanical or maintenance problem, please contact:

Fleet Maintenance     (w) 612.625.7817 (c) 612.280.1674

Emergency Procedures

Please reference the information below in case of emergency:

- Basic Assessment of Problem (If injury related, call 911 and then continue down this list)

- For disabled vehicles -
  - Call 1-800-987-6591, number is on the back of the Voyager Card (fuel & maintenance credit card), for emergency/mechanical assistance
  - If additional assistance is needed, contact the Sport Clubs staff
  - Make arrangements with Sport Clubs Staff for
    - Overnight accommodations
    - Alternate transportation back to campus

- For non-disabled vehicles
  - Take vehicle in for inspection to nearest auto repair facility
  - Call the Sport Clubs staff with an update

- Payment of services determined by Sport Clubs Program staff
RECREATION AND WELLNESS EMERGENCY ACTION PLANS

*DO NOT under any circumstance talk to the press/media; refer them to the Sport Clubs Program Director.*

The following pages will give information about the Emergency Action Plans for all the indoor and outdoor facilities on campus. Safety/Facility Coordinators are responsible for having a basic knowledge of the EAP for the location their club practices at. Information included for each will be:

- Phone location
- First aid kit location
- AED location
- Fire exit
- Severe weather safety area
- Location of fire extinguishers
For quick reference, please see the poster below that summarizes the University’s Emergency Procedures:
Emergency phones are located at the equipment room desk.

A sign is located near the phone which provides specific information and directions to the Recreation and Wellness Center. This information is provided for the caller in case of an emergency.

There is a first aid kit at the member equipment room desk.

An Automated External Defibrillator (AED) is located near the equipment room desk on the yellow wall.

In the event of severe weather, go down to the Wet corridor past the locker rooms.

In case of fire, proceed up the main stairwell and exit using the front doors of the Recreation and Wellness Center, or the emergency exit located in the dock area of the COA.

Fire extinguisher is located inside the equipment room next to the washing machine.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Lower Level is the Recreation and Wellness Center front doors (entrance “B” on the Emergency Entrance map)
URWC SOUTH BUILDING MAIN FLOOR
Lobby and Fitness Areas

Emergency phones are located at the member service desk.

A sign is located near the phone which provides specific information and directions to the Recreation and Wellness Center. This information is provided for the caller in case of an emergency.

There is a first aid kit at the member service desk of the Recreation and Wellness Center.

An Automated External Defibrillator (AED) is located near member service desk of the Recreation and Wellness Center.

In the event of severe weather, go down to the basement level of the Recreation & Wellness Center and proceed to the Wet corridor past the locker rooms.

In case of fire, exit using the front doors of the Recreation and Wellness Center, or the emergency exit located in the NE stairwell.

Fire extinguisher is located in the custodial closet by the North restrooms.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Lower Level is the Recreation and Wellness Center front doors (entrance “B” on the Emergency Entrance map)
Emergency phones are located near the elevator by the Administrative area in the NW corner.

A sign is located near the phone which provides specific information and directions to the Recreation and Wellness Center. This information is provided for the caller in case of an emergency.

There is a first aid kit near the elevator by the Administrative area in the NW corner.

An Automated External Defibrillator (AED) is located near the elevator by the Administrative area in the NW Corner.

In the event of severe weather, go down to the basement level of the Recreation & Wellness Center and proceed to the Wet corridor past the locker rooms.

In case of fire, exit using the NE stairwell emergency exit or the South stairwell one flight and out the front entrance. The stairwell near the administrative offices next to the elevator in the NW corner may also be used.

Fire extinguishers are located in the storage closets for MP 1, 2, 3, 4, & 5 as well as the storage off the corridor just North of MP 1.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Lower Level is the Recreation and Wellness Center front doors (entrance “B” on the Emergency Entrance map)
Emergency phones are located near the elevator by the Administrative area in the NW corner.

A sign is located near the phone which provides specific information and directions to the Recreation and Wellness Center. This information is provided for the caller in case of an emergency.

There is a first aid kit near the elevator by the Administrative area in the NW corner.

An Automated External Defibrillator (AED) is located near the elevator by the Administrative area in the NW Corner.

In the event of severe weather, go down to the basement level of the Recreation & Wellness Center and proceed to the Wet corridor past the locker rooms.

In case of fire, exit using the NE stairwell emergency exit or the main stairwell on the south side down two levels and through the front door. There is also a stairway on the NW corner near the administrative area.

Fire extinguishers are located in the custodial closet by the main stairwell as well as the office supply room which is just off the work room with the mailboxes and copier.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Lower Level is the Recreation and Wellness Center front doors (entrance “B” on the Emergency Entrance map)
Emergency phone is located on the West end of the corridor near elevator 1 toward the Administrative offices (left as you exit MP 6 or 7, and right as you exit the MAC Gym).

A sign is located near the phone which provides specific information and directions to the Recreation and Wellness Center. This information is provided for the caller in case of an emergency.

There is a first aid kit near the elevator by the Administrative area in the NW corner.

An Automated External Defibrillator (AED) is located near the elevator by the Admin area in the NW Corner

In the event of severe weather, go down to the basement level of the Recreation & Wellness Center and proceed to the Wet corridor past the locker rooms

In case of fire, exit using the nearest stairwell, MAC Gym emergency exit, Stairwell 1 on the West end, Stair 2 or the main stairwell, or Stairwell 3 on the East end.

Fire extinguishers are located in the custodial closet by the main staircase, both storage closets on the West side of the MAC Gym, as well as the storage closet in MP 6.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Lower Level is the Recreation and Wellness Center front doors (entrance “B” on the Emergency Entrance map)
AQUATIC CENTER

Red Emergency phones are located around the pool deck. There is one outside of the Lifeguard Office, one outside of the Meet Management Suite, and one outside of the Pool Operators Office.

Signs are located near the phones, which provide specific information and directions to the Aquatic Center. This information is provided for the caller in case of an emergency.

The first aid kits are located on each lifeguard stand, in the Meet Management Suite, and the Lifeguard Office.

An Automated External Defibrillator is located outside of the Lifeguard Office beneath the Emergency Phone.

In the event of severe weather, go to the wet corridor of the Recreation Center (Southwest Corner of UAC).

In case of a fire, direct people out the north door (Diving Well).
Alternate: Direct people to the West End stairwells and out the landing doors on the north side.

There are seven fire extinguishers located in this building. One located near each corner exit and one near the meet management suite. The other two are located on the south wall, one near the Pool Operators Office and the other near the custodial room.

There are four additional fire extinguishers located on the concourse level of permanent bleachers. There are two fire extinguishers on the north side and two on the south side.

There are six pull boxes located in this building. One is located near each corner exit. The other two are located on the walls on either end of the permanent bulkhead. Four additional pull boxes are located at each end of the north and south concourse.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Natatorium is located at the Northeast corner of the Natatorium. Enter on Walnut Street or off Washington Avenue on Walnut. Emergency access door is marked with a Red Cross. (Entrance "D" on the emergency entrance map in the index)
An emergency phone is located on the south wall near the main entrance to the building.

A sign is located near the phone, which provides specific information and directions to the Fieldhouse. This information is provided for the caller in case of emergency.

A first aid kit is located inside the Recreational Sports cabinet on the east wall near the main entrance from the Recreation Center. (see map on next page).

An Automated External Defibrillator is located on the east wall adjacent to the first aid kit.

In the event of severe weather, go into the Dry Corridor of the Recreation & Wellness Center. Exit out the Fieldhouse through the SE exit doors to the Dry Corridor.

In case of fire, exit the building through the emergency doors located on both the north and south sides of the fieldhouse.

Fire extinguishers are located around the perimeter of the building, near exits and are visibly marked with red paint.

There are no fire pull boxes located in this building.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Fieldhouse is the garage door on the north side of the fieldhouse on University Avenue (Entrance “B” on the emergency entrances map in the index).
URWC NORTH BUILDING LOWER LEVEL
(CORRIDORS AND ATRIUM)

The emergency phone is located at the Recreation & Wellness Center Equipment Desk.

A sign is located near the phone, which provides specific information and directions to the Recreation & Wellness Center. This information is provided for the caller in case of an emergency.

The first aid kit is located at the Equipment Desk.

An Automated External Defibrillator is located on the west wall near the men's locker room exit door.

In the event of severe weather, go to the Dry Corridors. Stay far away from the Recreation & Wellness Center Lobby/Atrium.

In case of fire, DO NOT USE THE ELEVATOR. Exit via the Emergency doors located in both the Wet and Dry Corridors of the Recreation & Wellness Center. **Alternate:** Exit via the Aquatic Center doors. Proceed up the stairs and out the landing doors.

Fire extinguishers are located in each North/South Corridor and near the elevator in the Atrium.

Fire pull boxes are located in the middle of each East/West, North/South corridors and at the opposite end of the Atrium from the Recreation & Wellness Center Equipment Desk.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Lower Level is the Recreation & Wellness Center front doors (Entrance “C” on the Emergency Entrance map in index).
There are three emergency phones on the basement level, one in the equipment room and one in each of the men’s and women’s shower areas.

A sign is located near each emergency phone, which provides information for emergency use and directions to the Recreation & Wellness Center. This information is provided for the caller in case of emergency.

There is a first aid kit in the equipment room

An Automated External Defibrillator is located in the atrium area on the west wall outside of the men’s locker room.

In the event of severe weather, remain in the basement level. Proceed to the dry corridor and remain there until the threat has past.

In case of fire, exit out either the wet or dry tunnel door. There are emergency exits to the right or left (follow emergency exit signs) *Alternate:* Proceed upstairs to main level and exit.

Fire extinguishers are located in the middle of both locker rooms.

There are no fire pull boxes located in either locker room. There are however, five pull boxes and extinguishers located in the wet and the dry corridor.

**SEE MAP FOR EXACT LOCATIONS**
The emergency entrance for the Men’s and Women’s locker rooms is the Recreation & Wellness Center front doors, located between Cooke Hall and the Recreation & Wellness Center (Entrance “C” on the Emergency Entrance Map in the Index).
There are emergency phones located on the first floor of the University Recreation & Wellness Center, one at the Front Desk and another on the south wall near the food deli.

A sign is located near the phone, which provides specific information and directions to the Recreation & Wellness Center. This information is provided for the caller in case of an emergency.

The nearest first aid kit is located at the equipment room desk in the lower concourse of the University Recreation & Wellness Center.

An Automated External Defibrillator is located at the Front Desk of the University Recreation & Wellness Center.

In the event of severe weather, direct court users to the lower concourse and into the dry corridors. Make certain the University Recreation & Wellness Center lobby is cleared.

In case of a fire, direct court users to exit either the north or south emergency exit doors in the court hallway. *Alternate*: If the above doors are not accessible, direct participants out the main doors. South courts only may also exit west door by glass wall court #2.

Fire extinguishers are located in the north and south court areas. Pull boxes are located in the north and south court areas and main lobby of the Recreation & Wellness Center on the north column nearest the main doors to the Recreation & Wellness Center.

**SEE MAP FOR EXACT LOCATIONS**
The emergency entrance for the Lower Level is the Recreation & Wellness Center front doors (Entrance “C” on the Emergency Entrance map in index).
The emergency phone is located behind the supervisor’s desk by the front entrance.

A sign is located near the phone, which provides specific information and directions to the Recreation & Wellness Center. This information is provided for the caller in case of an emergency.

The closest first aid kit is located in a drawer in the supervisor’s desk.

An Automated External Defibrillator is located at the Front Desk of the Recreation & Wellness Center.

In the event of severe weather, evacuate the facility via the main fitness center entrance (if time permits, prop the door open), proceed down the stairs and seek shelter in the locker rooms or dry corridor. Stay away from the Recreation & Wellness Center atrium. Do not use the elevators.

In case of fire, evacuate the lower level fitness center via the emergency exit on the north or south end of the fitness center. Pull the fire alarm as you leave and shut the doors behind you. When exiting through the south door (main entrance to the fitness center), continue out through the main entrance of the Recreation & Wellness Center. When exiting the Expansion room use north door exit. **Alternate:** Exit the north door and continue out through the doors in the north corridor. Do not use the elevators.

A fire extinguisher is located on the south wall behind the supervisor’s desk and one outside the main fitness center entrance on the west wall.

A pull box is located in the fitness Center next to the vestibule door, near the Recreation & Wellness Center main entrance door and the north corridor emergency exit.

**SEE MAP FOR EXACT LOCATIONS**
The emergency entrance for the Lower Level is the Recreation & Wellness Center front doors (entrance “C” on the Emergency Entrance map in index).
Emergency phones are located on the first floor, at the Front Desk and on the south wall near the food deli.

A sign is located near the phone, which provides specific information and directions to the Recreation & Wellness Center. This information is provided for the caller in case of an emergency.

There is a first aid kit at the Front Desk.

An Automated External Defibrillator is located at the Front Desk.

In the event of severe weather, go down to the basement level of the Recreation & Wellness Center and proceed to the Dry Corridor, remain until threat has passed.

In case of fire, exit out past the main lobby Front Desk. Alternate: Exit through the Aquatic lobby north doors.

Fire extinguishers are located at the base of each stairwell.

A fire pull box is located on the north column nearest the main doors to the Recreation & Wellness Center.

SEE MAP FOR EXACT LOCATIONS

The emergency entrance for the Lower Level is the Recreation & Wellness Center front doors (entrance “C” on the Emergency Entrance map.)
There are two emergency phones on the second floor, one is located at the supervisor’s desk of the upper level fitness center, the other on the south wall of the lounge area, next to the fire extinguisher.

A sign is located near the fitness center and lounge emergency phones, which provides specific information and directions to the Recreation & Wellness Center. This information is provided for the caller in case of emergency.

There is a first aid kit at the supervisor’s desk in the upper level fitness center on this level. Should the fitness center be closed, proceed down one flight to the main level Control Desk.

An Automated External Defibrillator is located at the Front Desk on the first floor or on the third floor at the top of the north staircase.

In the event of severe weather, go down two flights to the basement level of the Recreation & Wellness Center and proceed to the Dry Corridor. Remain there until the threat has passed.

In case of fire, exit down one flight out past the main lobby Front Desk, or at the Aquatic lobby north doors. Do not use the elevator (follow the emergency exit signs).

Fire extinguishers are located on the north and south walls of the lounge area.

Fire pull boxes are located on the columns at the top of each stairwell.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Lower Level is the Recreation & Wellness Center front doors (Entrance “C” on the Emergency Entrance map in index).
The emergency phone is located behind the supervisor’s desk by the front entrance.

A sign is located near the phone, which provides specific information and directions to the upper fitness center. This information is provided for the caller in case of emergency.

The closest first aid kit is located in the drawer in the supervisor’s desk by the front entrance.

An Automated External Defibrillator is located on the third floor at the top of the north staircase or on the first floor at the front desk.

In the event of severe weather, evacuate the facility via the main fitness center entrance (if time permits, prop the door open) then proceed down the stairs and seek shelter in the locker rooms or dry corridor. Stay away from the Recreation & Wellness Center atrium. Do not use the elevators.

In case of a fire, evacuate the upper level fitness center via the main fitness center entrance; continue down the stairs and out the Recreation & Wellness Center main entrance. Do not use the elevator. Alternate: Emergency exit is located on the west end to the right of the offices. Proceed down the stairs and exit the outer door (to the right). Pull the fire alarm and close the doors behind you.

There are two fire extinguishers. One is located in the center isle on a north end pillar, and one is outside the fitness center main entrance past the elevator and to the left.

A fire pull box is located outside of the fitness center main entrance on the right as you proceed down the stairs. Another box is located at the top of the stairs of the northwest end.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Lower Level is the Recreation & Wellness Center front doors (Entrance “C” on the Emergency Entrance map in index).
URWC NORTH BUILDING THIRD FLOOR LOBBY

There are two emergency phones on the third floor, one in the north gym supervisor’s office and one in the south gym supervisor’s office.

A sign is located near the phone, which provides specific information and directions to the Recreation & Wellness Center. This information is provided for the caller in case of an emergency.

There are two first aid kits on this level, one in the north gym supervisor’s office and one in the south gym supervisor’s office.

An Automated External Defibrillator is located on the third floor at the top of the north staircase.

In the event of severe weather, go down three flights to the basement level of the Recreation & Wellness Center and proceed to the Dry Corridor, remain until threat has past.

In case of fire, exit out either the north or south gym exits. If the gyms are locked, take the stairwell down two flights and exit out past the main lobby Control Desk, or out the Aquatic lobby north doors. Under no circumstances are you to use the elevator.

Fire extinguishers are located at the top of each stairwell.

Fire pull boxes are located on the columns located nearest each stairwell and on the north and south walls of the third floor lobby.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for the Lower Level is the Recreation & Wellness Center front doors (Entrance “C” on the Emergency Entrance map in index).
**URWC NORTH BUILDING NORTH GYM**

The emergency phone is located in the supervisor’s station.

A sign is located near the phone, which provides specific information and directions to the University Recreation & Wellness Center and the North Gym. This information is provided for the caller in case of emergency.

The first aid kit is located in the North Gym supervisor’s station.

An Automated External Defibrillator is located on the third floor at the top of the north staircase on the wall between the north and south gyms.

In the event of severe weather, evacuate the facility via the North Gymnasium main entrance. If time permits, prop the door open and continue down three flights of stairs and seek shelter in the dry corridor.

In case of a fire, evacuate the gym via the emergency exits located at the north end of the gymnasium. Pull fire alarms before exiting and close door behind you. **Alternate:** Follow the stairs down to the main level, exit and move as far away from the building as possible.

There are four fire extinguishers. They are located in the gymnasium on the northwest, northeast, southwest, and southeast corners.

There are two manual fire pulls. They are located in the gymnasium on the south side of the pillar next to the stairs and the wall next to the supervisor’s window.

**SEE MAP FOR EXACT LOCATIONS**
The emergency entrance for the North Gym is the Recreation & Wellness Center front doors (Entrance “C” on emergency entrance maps in index). Then use the elevator by the main deli area to access 3rd floor.
URWC NORTH BUILDING SOUTH GYM

The emergency phone is located in the supervisor’s station.

A sign is located near the phone, which provides specific information and directions to the University Recreation & Wellness Center and the South Gym. This information is provided for the caller in case of emergency.

The closest first aid kit is located in a drawer in the supervisor’s station.

An Automated External Defibrillator is located on the third floor at the top of the north staircase on the wall between the north and south gyms.

In the event of severe weather, evacuate the facility via the South Gymnasium main entrance (north side) (if time permits prop door open), continue down three flights of stairs and seek shelter in the dry corridor.

In case of a fire, evacuate the gym via emergency exits located at the south end of the gym. Pull fire alarm before exiting and close the doors behind you. **Alternate:** Follow the stairs down to the main level, exit and move as far away from the building as possible.

There are four fire extinguishers. They are located in the gymnasium on the southwest, northwest and northeast corners.

There are two manual fire pull stations. Fire pull boxes are located in the gym on the south wall next to the emergency exits. Pull boxes are also located outside the gym on the north side of the pillar next to the stairs and on the wall next to the supervisor’s window.

**SEE MAP FOR EXACT LOCATIONS**
The emergency entrance for the South Gymnasium is the Recreation & Wellness Center front doors (Entrance “C” on the emergency entrance map in the index.)
COOKE HALL GYM AND ROOM 308

The emergency phone is located in Gym 325 on the east wall.

Signs are located near the phones, which provide specific information and directions to Cooke Hall. This information is provided for the caller in case of an emergency.

The closest first aid kit is located in Room 307 or at the information desk at the front of the Recreation Center.

An Automated External Defibrillator is located across the skyway on the west wall between the north and south gyms in the University Recreation & Wellness Center.

In the event of severe weather, proceed to the basement. Seek shelter in the dry corridor of the Recreation & Wellness Center. Stay away from the Recreation & Wellness Center atrium.

In case of a fire, leave the gym via the emergency exit located at the west end of Cooke Gym. Follow the stairs down to the exit door and exit onto Union Street. **Alternate:** If main emergency exit is blocked, go to either stairwell and proceed out through the lobby of Cooke Hall.

Fire extinguishers are located outside the main entrances on the top of this flight of stairs.

There are five pull boxes, two are located near each fire extinguisher outside the main entrances, two are located on the wall near the emergency exit on the west side of the gymnasium, and one is located in room 308 on the west wall near the entrance.

SEE MAP FOR EXACT LOCATIONS
The emergency entrance for Cooke Hall Gyms and Room 308 is the fire escape located in the southwest corner of Cooke Hall on Union Street (Entrance “A” on the emergency entrances map in the Index).
COOKE HALL POOLS 10 & 15

There is an emergency phone located by the main doors of each pool.

A sign is located near the phone, which provides specific information and directions to the Cooke Hall Pool. This information is provided for the caller in case of emergency.

First aid kits are located near the lifeguard station in Pool 10 and 15.

An Automated External Defibrillator is located on the west wall between Cooke Pools 10 & 15.

For a chlorine leak, exit via the Alternate Route. DO NOT GO OUT THE EMERGENCY FIRE DOOR. Walk into the wind.

In the event of severe weather, go into the Wet Corridor

In case of a fire in: Cooke 15 - exit through emergency door in Cooke 10. Cooke 10 - leave the pool area via the emergency exit door. Alternate: leave the pool areas through the Wet Corridor of the Recreation & Wellness Center and use emergency exit door in Wet Corridor. If in Cooke 15 - exit upper level bleachers via emergency exit on the south side.

Fire extinguishers are located in the Wet Corridor.

Fire pull boxes are located in:
Cooke 10 - Near the emergency exit.
Cooke 15 - In the upper corridor behind the bleachers on the north and south end.

SEE MAP FOR EXACT LOCATIONS
The primary emergency entrance is located in Cooke 10 and is marked with a Red Cross on the door. This is the emergency entrance/exit for both Cooke Hall Pools 10 and 15. The emergency entrance for Cooke Hall Pools 10 and 15 is the fire escape located in the Southwest Corner of Cooke Hall on Union Street (entrance “A” on emergency entrances map in Index).
BIERMAN GYM & WEIGHT ROOM

There is an emergency phone in the lobby of Bierman Field Athletic Building.

A sign is located near the phone, which provides specific information and directions to the Bierman Building. This information is provided for the caller in case of emergency.

The first aid kit is located in Room 101, the service room for the gym.

In case of fire, exit the building via back emergency exit to the east and proceed up the ramp.

In the event of severe weather, go into the corridor.

Fire extinguishers are located in the corridor near room 125.

Fire pull boxes are located near the west exits of the gym.
MARIUCCI ARENA

There is an emergency phone in the Ice Rink Office located in the south hallway next to the vending machine.

A sign is located near the phone, which provides specific information and directions to Mariucci Arena. This information is provided for the caller in case of emergency.

A first aid kit is located in the Ice Rink Skate Rental Office and in the Zamboni driver’s office.

In case of fire go out the nearest marked fire exit and around the perimeter of the building. Alternate: Any other fire exit.

In the event of severe weather, leave the rink and bleacher area and go to: corridors around the rink or the locker room area below the rink stairwell located along main entrance to the rink (south side of building).

In the event of an Anhydrous Ammonia leak, leave the building and go up wind (with the wind in your face). DO NOT go down stairs into the locker room area.

No fire extinguishers are located throughout the building.

No fire pull boxes are located in this building.

SEE MAP (APPENDIX H) FOR EXACT LOCATIONS
There is an emergency phone in the COA and at the Recreation & Wellness Center Equipment Desk.

A sign is located near the phone, which provides specific information and directions to the Recreation & Wellness Center. This information is provided for the caller in case of an emergency.

The first aid kit is located at the Equipment Desk.

An Automated External Defibrillator (AED) is located on the west wall near the men's locker room exit door.

In the event of severe weather, go to the Dry Corridors and/or locker room areas. Stay far away from the Recreation & Wellness Center Lobby/Atrium.

In case of fire, DO NOT USE THE ELEVATOR. Exit via the Emergency doors located in both the Wet and Dry Corridors of the Recreation & Wellness Center.

Alternate: Exit via the Aquatic Center doors. Proceed up the stairs and out the landing doors.

Fire extinguishers are located in each North/South Corridor and near the elevator in the Atrium.

Fire pull boxes are located in the middle of each East/West, North/South corridors and at the opposite end of the Atrium from the Recreation & Wellness Center Equipment Desk.
There is an emergency phone at the front desk on the basement level, which is located at the west side of the recreational area.

A sign is located near the phone, which provides specific information and directions to Coffman Memorial Union. This information is provided for the caller in case of an emergency.

The first aid kit is located at the information desk.

In case of fire, leave the bowling alley through the northwest corner past the cashier’s desk and proceed up the stairs leading to the first level of the building and exit.

In the event of severe weather, go into the corridors and hallways. Stay away from open areas.

A fire extinguisher is located in the corridor outside the glass panic door in the northwest corner.

A fire pull box is located at the bottom of the main stairwell outside the glass panic door in the northwest corner.

SEE MAP (APPENDIX I) FOR EXACT LOCATIONS
ST. PAUL GYM BUILDING

Phones for emergency use are located:

- Main Entrance / Front Desk
- Pool Office & Deck
- Room #9, Lower level manager’s office
- Room #104, Recreational Sports Administrative Offices
- North Event entrance vestibule area

First Aid Kits are located:

- Front Desk
- Equipment Room
- Pool Office / Lifeguard Stand
- Climbing Wall (storage cart)

An Automated External Defibrillator (AED) is located on the wall across from the front desk by the brochure racks and a second unit is located in the North Event entrance vestibule area.

In case of fire, use emergency exits on the East and West sides of the building, North side of pool, main entrance, North Event entrance and North wall of gymnasium 125.

In the event of severe weather go into the locker rooms on the lower level. (See Tornado Warning procedures)

13 fire extinguishers and 13 fire pull boxes are located throughout the building.
WEST BANK FIELD

The emergency phone is located in the Intramural office, in the West Bank Clubhouse.

A sign is located near the phone which provides specific information and directions to the West Bank Fields. This information is provided for the caller in case of emergency.

The First Aid kit is located in the Intramural Office of the West Bank Clubhouse.

In case of fire, leave the area in a direction away from the fire.

In the event of severe weather, go into (Wiley Hall) and go to the lowest level (Do not use the clubhouse). If there is not time, lay flat in the lowest area available.

No fire extinguishers are located in the clubhouse.

No fire pull boxes are located in the Clubhouse.

SEE MAP (APPENDIX J) FOR EXACT LOCATIONS
STUDENT RECREATIONAL SPORTS FIELDS (SRSF)/DOME

An emergency phone is located in the Office, within the support building.

A sign is located near the phone which provides specific information and directions to the SRSF Fields. This information is provided for the caller in case of emergency.

The first aid kit is located in the Office of the support building.

An Automated External Defibrillator is located on the wall near the entrance to the Dome in the support building.

In case of fire, leave the area in a direction away from the fire.

In the event of severe weather, call Whelan Services Supervisor at 612-270-8945 and go into the TCF bank stadium through the “Lake of the Woods” entrance. If there is not time go into the custodial or mechanical closet or lay flat in the lowest possible area.

There is a fire extinguisher in the support building

SEE MAP (APPENDIX K) FOR EXACT LOCATIONS
ST PAUL SOCCER FIELDS

The emergency phone is located in the Intramural trailer.

A sign is located near the phone which provides specific information and directions to the St. Paul Soccer Field. This information is provided for the caller in case of emergency.

The first aid kit is located in the Intramural office of the trailer.

In case of a fire, leave the area in a direction away from the fire.

In the event of severe weather get to a solid building if there is time. Do not use cars or trailer. If there is not time lay flat in the lowest place possible.

There is a fire extinguisher in the trailer.

There are no fire pull boxes.

SEE MAP (APPENDIX L) FOR EXACT LOCATIONS
Emergency phones are located in the temporary clubhouse, and the Ranger carries a cell phone. In the event of an emergency, patrons are urged to call 911 and then notify the clubhouse by calling 612-627-4340.

Signs are located near the tee box, which provide specific information and directions to the golf course. This information is provided for the caller in case of an emergency.

The first aid kits are located in the clubhouse and on the Ranger cart.

Automated External Defibrillators are located in the clubhouse, at the driving range, on the Ranger cart, and the outside wall if the maintenance shed.

In case of a fire, direct patrons to the nearest exit and away from the building.

In the event of severe weather lie flat in a low lying area of the course.

There are several fire extinguishers at this location. Two are located in the kitchen area. One is located at the pro shop counter and one is located near the pro shop exit. There are no fire pull boxes located in this building.

SEE MAP (APPENDIX M) FOR EXACT LOCATIONS
The emergency entrances for the golf course are located on Larpenteur Avenue between holes 9 and 18, on Fulham Street between holes 1 and 16, on Roselawn Avenue by hole 15 and by radio tower, and on Cleveland Avenue near the dogleg on hole 13. See map for details.
ST. PAUL TENNIS COURTS

Phones for emergency use are located:

The closest emergency phone is located at the St. Paul Gymnasium (Main Entrance – Front Desk)

The closest first aid kit is located at the St. Paul Gymnasium (Main Entrance – Front Desk)

The closest Automated External Defibrillator (AED) is located at the St. Paul Gymnasium on the wall across from the front desk by the brochure racks and another unit is located in the North Event entrance vestibule area.

In case of fire, use main tennis court entrance/exits located on the East and West sides of the tennis courts.

In the event of severe weather get to a solid building (St. Paul Gymnasium) if there is time. Do not use cars or trailers for shelter. If there is not time lay flat on the ground in the lowest place possible.

The closest fire extinguisher is located at the St. Paul Gymnasium.
SAFETY & FACILITIES "HOW - TO's"

EVENT PROPOSAL FORM INSTRUCTIONS

1. Enter the facility in which you would like to reserve space.

2. List two options for date & time that you would like to reserve.

3. Each club is allowed 2 rent-free events per semester on URWC fields and facilities. Regular season events are already rent-free. Indicate if this event should be considered one of the two allowed rent free events.

4. Enter a detailed description of any charges involved with hosting this event. All clubs must include Event Staffing in this area, which is a standard of $15.00 per hour.

5. Enter a detailed description of any revenue expected to be gained from hosting this event (e.g. registration fees charged to other teams, gear sales, etc.)

6. DON'T FORGET THE BACK PAGE! (our signature is required.)
ACCIDENT REPORT FORM INSTRUCTIONS

In the event of any accident during club events, an Accident Report Form should be completed. Fill out all sections of the form with the greatest detail possible, and turn in to the Sport Clubs Program director for review.

ACCURATE AND DETAILED information is important when filling out this form. Please include details as you experienced them - include facts only. Avoid statements of opinion.

Read both sides of form.
INCIDENT REPORT FORM INSTRUCTIONS

In the event of any incident during club events, an Incident Report Form should be completed. Fill out all sections of the form with the greatest detail possible, and turn in to the Sport Clubs Program Director for review.

ACCURATE AND DETAILED information is important when filling out this form. Please include details as you experienced them - include facts only. Avoid statements of opinion.

Read both sides of form.
MEETING AND RECRUITING SPACE REQUEST FORM INSTRUCTIONS

Need to request meeting or recruiting space for your club on campus? Fill out a copy of the Meeting and Recruiting Space Request Form and submit to the Sport Clubs Office at least one week prior to your event date. Late or incomplete forms risk not being reviewed.

1. Fill out your club and officer contact information.

2. Fill out all reservation details - If you have more than one facility or date/time that will work for your event, please include those.

3. Make sure to sign and date the form before turning in.

4. Turn into the Sport Clubs Office for review. You will receive an email confirmation of your reservation request within two business days.
YOU’RE WELCOME HERE

Seek  Build  Embody