



LOYOLA  
UNIVERSITY MARYLAND

# CLUB SPORT HANDBOOK

## Department of Recreational Sports

*“A proper concern about the preservation of one’s health  
and bodily strength for the divine service is praise worthy  
and all should exercise it.”*

*St. Ignatius Loyola*

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## Table of Contents

Contact Information	2
Mission and Philosophy	3
Membership and Eligibility	4
Club Privileges	5
Club Requirements and Expectations	6
Student Athlete Forms	7
Risk Management and Injuries	8
Standard of Conduct	10
Social Media and Public Forums	11
Discipline Process	14
Misconduct Sanctions	15
Appeal Process	16
Travel and Transportation	17
Finances	23
Equipment and Apparel	26
Officer Roles and Responsibilities	27
Coaches	31
Facilities	33
Outdoor Facilities and Sports Fields	34
Rain Cancelation Policy	36
Lightning Policy	37
Campus Guidelines for Posting Information	40
Emergency Action Plans	41
Communication Chain	41
Emergency Contacts	43
Indoor Events @ the FAC	44
FAC Grass Field	45
Diane Geppi-Aikens Turf	46
AED Security Case Operations	47
Lugano Field	48

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Parking & Transportation / Motor Pool

Office: 410-617-5396

**Fitness and Aquatic Center (FAC)**

Welcome Desk

410-617-5453

**Campus Police**

410-617-5911 (Emergency)

410-617-5010 (Non-Emergency)

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**Billing Address:**

(Name of Club)

Loyola University Maryland

Department of Recreational Sports

4501 N. Charles Street

Baltimore, MD 21210

**Mailing Address:**

(Name of Club)

Loyola Recreational Sports

Fitness & Aquatic Center

4900 N. Charles Street

Baltimore, MD 21210

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## Mission and Philosophy

### Recreational Sports Mission Statement

The Department of Recreational Sports encourages the whole person to be active, healthy and inspired.

### Recreational Sports Vision Statement

The University standard for personal, professional and student development.

### Core Values

- **Community** - build a climate of respect and trust
- **Development** - challenge and support ourselves and others to learn, grow and improve personally and professionally
- **Diversity and Inclusion** - promote an environment that values, embraces and enriches individual differences
- **Fun** - model playfulness and enjoyment
- **Service** - share our time, talent and resources for and with others
- **Wellness** - encourage lifelong health and well-being

### Overview

The Department of Recreational Sports is an essential component of the Division of Student Development and the overall mission of Loyola University Maryland. Our primary emphasis is grounded in Jesuit ideals such as care for the whole person and decision making for the universal good. Through participation in Jesuit-based competition, our hope is that you are considerate of the Department and University mission and vision and contribute toward helping to achieve these ideals.

### The Clubs Sports Program

Through involvement in wholesome competition, participants improve their physical fitness, develop sport skills, and expand social relationships. Club Sports bridge the gap between intramural and intercollegiate athletics, allowing participants to enjoy extra-mural competition without the pressures of highly organized varsity sports. Because the clubs are student-directed, participants are required to assume responsibility for organizing activities, thus encouraging development of leadership skills. The success of the Club Sports program is dependent on student initiative and motivation.

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## Membership/Eligibility

All full-time undergraduate students, any enrolled graduate student, faculty, and/or staff of Loyola University are eligible to join a Club Sport as a participant. However, graduate students, faculty and staff may be restricted from competing by certain league or association regulations. Competing clubs should agree on eligibility requirements in advance of a scheduled contest.

A Club Sport may not restrict the number of participants allowed to join, but it is recognized that only a certain number can realistically engage in competition. **Try-out sessions for club teams can be organized as long as the club officers and head coach (where applicable) of each team fairly and jointly decide who makes the roster.** Assistant coaches, other club officers, or the Assistant Director for Competitive Sports can assist with this process if necessary. Each club is responsible for providing a fair and equitable method of accommodating all participants' needs. Club presidents must submit complete rosters to the Assistant Director for Competitive Sports for eligibility verification. Participation by ineligible individuals or persons not listed will result in disciplinary action.

### TRANSGENDER ATHLETES

In keeping with the University's policy of non-discrimination on the basis of gender identity and gender expression, the Loyola University Maryland Club Sports program supports and values an individual's gender identity and gender expression. Participation in Club Sports may have policies related to player eligibility that are stipulated by the national governing body of each sport. While the program does not have control over governing body policies, we support and advocate for the inclusion of all players, regardless of gender identity and gender expression. Please contact the Assistant Director of Competitive Sports for more information.

### VARSITY ATHLETES

There are prohibitions grounded in NCAA bylaws that impact the eligibility of current Division I student athletes (athletic scholarship or non-scholarship) for participation in Club Sports. It is the responsibility of the student-athlete and the club to ensure participation is not in violation.

Penalties levied against an institution for violating bylaws, especially those considered as lack of institutional control, which these situations would be considered, can be severe.

### INTRAMURAL SPORTS

- Club Sport participants are eligible to play Intramural Sports; however, teams are limited to TWO (2) Club Sport participants for the same or like sports.
- Club Sport participants are those who have within the current academic year:
  - Participated in ANY practices and/or games with the team; or
  - Been listed as a participant of the club on the team roster
- For example, if you are a club basketball player participating in basketball, you may only have two club basketball players on your intramural roster. If you are a club basketball player participating in soccer, this limitation does NOT apply.

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## Club Privileges

Club Sport participants must understand that being part of a Club Sport team is a **privilege**. The information below outlines privileges that recognized clubs may enjoy:

1. Use of the Loyola University Maryland name and/or Club Sports logo for team uniforms, apparel, publications, and/or fundraising efforts, subject to approval by the Assistant Director for Competitive Sports.
2. Recruit participants from the campus community.
3. Host regularly scheduled meetings, competitions, and/or other club activities on campus, following proper facility reservation guidelines.
4. Travel to other colleges/universities or tournament sites to participate in competitions or events.
5. Utilize campus media outlets for publicity needs such as The Greyhound or Department website.
6. Distribute information and literature on campus, pending approval by the Assistant Director for Competitive Sports.
7. Use designated office areas and/or equipment such as telephones, computers, copiers, and mail service through the Department of Recreational Sports.
8. Manage a budget of allocated funds, fundraising money, dues, and/or other monetary sources.
9. Utilize the Department of Recreational Sports training room services and first-aid kits/supplies.
10. Use of Loyola University Maryland Parking and Transportation vehicles; drivers must successfully complete the online defensive driving test prior to operating a University vehicle.

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## Club Requirements and Expectations

The following information is a requirement for any Club Sport under the Department of Recreational Sports:

1. Any policies and procedures of the organization must be consistent with the purposes, policies, and regulations of the University.
2. The organization must actively participate in meetings, practices, competitions, and/or other programs throughout the year.
3. The organization is required to maintain an accurate file with the Assistant Director for Competitive Sports including, but not limited to: officer names; team roster; and the Student-Athlete Packet for all participants.
4. Only individuals who have completed, signed, and submitted the **Student-Athlete Packet** (4 forms) on IMLeagues prior to any tryouts, practice or competition will be eligible; forms must be submitted to the Assistant Director of Competitive Sports through IMLeagues.
5. All Club Sport Athletes participating in a medium/high risk team will perform a concussion protocol baseline testing prior to the beginning of their first season on their respective team.
6. **Purchasing must be executed through the Assistant Director for Competitive Sports.** Purchases made by team members who wish to be reimbursed with club funds are strongly discouraged must be approved ahead of time. **If a team member makes a purchase without prior permission from Assistant Director is subject to denial of reimbursement.** No off-campus organizational bank account will be permitted under penalty of club suspension.
7. Each club is required to contribute an amount equal to 20% or greater of the budget allocated by the University through approved fundraising and/or dues.
8. **Individual club dues will be collected by the Officers and submitted to the Assistant Director for Competitive Sports by the date set forth by the Assistant Director each semester.** After this date, any player who has not paid their dues will become ineligible for all club activities including, but not limited to, practices, competitions, or events until payment is made to the Assistant Director for Competitive Sports. Clubs will be subject to a \$25 fine for any individual who participates after the end of the second week of practice without paying club dues.
9. **It is imperative that clubs specify what the dues are covering (i.e. travel, gear, apparel, etc.)**
10. Every precaution to ensure the safety of Club Sport participants must be strictly enforced.
11. All contracts must be forwarded to the Assistant Director for Competitive Sports to obtain appropriate University signatures; neither coaches nor officers will sign outside contracts.
12. Each club is encouraged to complete 2 community service hours per club participant each academic year.
13. Clubs will develop and implement a transition strategy for new officers so that appropriate information is communicated from incumbent officers including suggested changes for the Club Sports Handbook and Community Standards for subsequent years.
14. The Assistant Director for Competitive Sports must approve all materials circulated by the club on and off campus. This includes all logos, flyers, and apparel. All printed materials must be written and produced in good taste and reflects socially acceptable standards. Promotion of the use of alcohol is not permitted. Sponsorship or advertising associated with vendors that promote alcohol or tobacco

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products is prohibited. The Assistant Director must approve any advertisement or sponsorship received by Club Sport teams.

15. Teams are required to have at least one CPR certified player/coach at every practice or game in case of emergency.
16. Teams are required to maintain their EAP bag with an appropriate amount of supplies and take the bag to every practice/game (home and away) in case of emergency.
17. Teams are required to have club representation at least 2 Leadership Development Series Meetings per year.

**The Assistant Director for Competitive Sports reserves the right to restrict an individual's and/or entire club's ability to participate in any or all club activities at any time.**



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## Student-Athlete Forms

To participate in Club Sport activities, it is the responsibility of each individual club member to submit completed forms each year. Club officers are responsible for checking rosters.

**Only individuals who have completed, submitted and are cleared to participate on IMLeagues.com will be eligible to participate.**

The Student-Athlete Forms includes the following forms:

1. Release Agreement
2. Release Agreement Addendum
3. Code of Conduct
4. Health and Medical Record
  - Physician's Statement and Clearance Form (If one or more medical risk factors was indicated on the Health and Medical Record)
5. Request for Child/Minor to Participate and Release Agreement (for any athlete under 18 years of age)

It is the responsibility of the individual club member, club officer(s) and coach(es) to ensure that all club members have completed, submitted and are cleared to participate the Student-Athlete Forms before they participate in try-outs, practices, activities or events.

Clubs will be subject to a \$25 fine if any individual participates without having completed all forms to the Assistant Director for Competitive Sports. Additionally, the Department of the Recreational Sports reserves the right to sanction individuals or an entire club team for allowing ineligible individuals and/or those not listed on the roster to participate in club try-outs, practices, competitions, or events. Sanctions may include, but are not limited to, probation or suspension of individual club members, or the entire club team.

Any changes to the roster should be immediately updated by the officers and submitted, along with the new Student-Athlete packets, to the Assistant Director for Competitive Sports.

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## Risk Management and Injuries

### Athlete Warm-Up

The American Council of Sports Medicine, 2<sup>nd</sup> Edition, advocates for all participants to warm up before each practice/game for 15-20 minutes, gradually progressing to target activity levels involving large muscle groups. Athletes can reduce the chance of injury by stretching after a few minutes of light exercise. Our Certified Athletic Trainer can help identify stretching techniques and exercises that can be utilized.

### Injuries

**Call Assistant Director for Competitive Sports immediately after a serious injury.** For serious injuries requiring immediate medical attention, please follow the appropriate Emergency Action Plan based on location. When in doubt of the seriousness of any injury, notify the Assistant Director for Competitive Sports.

All injuries should be documented via the **Accident Report Form**. Completed Accident Report Forms must be turned into the Assistant Director for Competitive Sports or FAC Building Supervisor within 24 hours of injury. If traveling, turn forms in immediately after returning to campus.

The Certified Athletic Trainer will review all injuries and follow up as necessary to make appointments.

### Guidelines for Handling Blood Spills or Injuries with Blood

Because sport activities present a risk of injury to participants, all should be aware of the following precautions:

1. Wear rubber gloves or other protective covering when handling a bleeding person or cleaning up a blood spill.
2. Household bleach dilution 1:10 should be used on the surface to be cleaned or disinfected.
3. Dispose of blood products in red bags in the athletic training room, equipment room, welcome desk, and fitness center.

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## **Risk Management and Injuries (continued)**

### **Athletic Trainer**

The Department of Recreational Sports has contracted with Union Memorial Sports Medicine to hire a part-time Certified Athletic Trainer (ATC) for our Club Sports Program. While the primary responsibility of the athletic trainer is to cover high-risk games and practices, this person also is available to Club Sport participants.

### **Standard Weekly Schedule for the Athletic Trainer**

T-Th 5:00—7:00pm – Athletic Training Room

T-Th 7:00—9:00pm – Outdoor Field Coverage

Weekends—Coverage Based on Team Schedules

### **Priority for Coverage**

1<sup>st</sup> Priority – Rugby home matches

2<sup>nd</sup> Priority – Ice Hockey home matches (at Ice World or Mt. Pleasant)

3<sup>rd</sup> Priority – Men's Lacrosse home matches

Other – Home matches determined by athletic trainer availability

### **Emergency Action Plan (EAP) Bags**

EAP bags must be at every practice or game, home or away and must be readily available in case of injury.

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## Standard of Conduct

All Club Sport participants are expected to conform to the policies and regulations of the University, Club Sports Handbook, Community Standards, and federal and local laws. As representatives of the University, Club Sport participants' behavior reflects on the University's reputation. Club Sport participants are expected to display exemplary sportsmanship and maintain a sense of fair play. Officials and opponents must be treated with respect and courtesy. Club Sport participants must conduct themselves, on and off campus, in socially acceptable ways reflecting the highest standards of the University. In addition to policies set forth in this Handbook, Club Sport teams and student participants will be held accountable to the Student Code of Conduct set forth in the Community Standards.

### Alcohol Policy

University policies regarding the use of alcohol or drugs will be strictly enforced. Use or possession of alcohol or drugs is strictly prohibited at the game or practice site, before the game/practice, in transit to or from the game/practice site, and on overnight team trips, regardless of an individual's age.

### Hazing

From the Community Standards: "hazing is defined as any action that may endanger, abuse, degrade, or intimidate a person physically, mentally, emotionally, or psychologically in connection with initiation into, or affiliation with any group or organization, regardless of the person's consent or lack of consent. This includes, but is not limited to:

- a. Recklessly or intentionally endangering the mental or physical health of an individual; or
- b. Forced or coerced consumption of alcohol or drugs; or
- c. Other inappropriate activities as defined by the Loyola University Maryland Community Standards. **Standard sanction: suspension from the University."**

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## Standard of Conduct (continued)

### Harassment

From the Community Standards: “harassment is defined as abusive, threatening, or seriously offensive language or other behavior that adversely affects an individual’s living, working, or learning environment [to include Club Sport involvement]. Examples could involve:

- a. Technology, email, social networking sites, or Internet including violations of the University Appropriate Use of Technology Policy. Making or attempting to make an audio or video recording of any person(s) without their expressed permission is prohibited and unlawful.
- b. Graffiti or written messages.
- c. Verbal, including but not limited to yelling out of windows.
- d. Phone calls, voicemails, or text messages.
- e. Profanity, pornography, lewd pictures or words.
- f. Singling out an individual or group for any act of intolerance (including racial slurs, expressions related to a person’s gender, religion, sexual orientation, race, or disability). Any retaliation, reprisal, or intimidation directed toward a targeted person or anyone else as a result of reporting or participating in an investigation or adjudication of alleged Harassment is strictly prohibited. Any incidents of retaliation should be reported immediately to Student Life and are considered a serious violation of this Policy.
- g. Language or actions, written or spoken, expressed with the intent or effect of inciting violence and to place the targets of the words in danger of harm.

**Standard sanction: suspension or expulsion from the University.”**

***The Department of Recreational Sports will not tolerate hazing or harassment in any form. It is the responsibility of all participants in Club Sports to be informed on these matters and immediately report any concerns to the Assistant Director for Competitive Sports.***

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## Standard of Conduct (continued)

### Conduct Violations

Any Club Sport team or individual may face disciplinary action for inappropriate behavior while representing the Department of Recreational Sports and Loyola University Maryland.

Disciplinary action may include probation, suspension, team dissolution, or further action, if deemed necessary, by either the Department of Recreational Sports or the Office of Student Life.

Acts that may cause a club or individual to be sanctioned include, but are not limited to, the following:

1. Participation in inappropriate activity that violates policies set forth in the Community Standards, local ordinances, and/or state or federal law including, but not limited to:
  - a. Physical harm or threat of physical harm to any person(s), including but not limited to assault, sexual abuse, or other forms of physical abuse.
  - b. Physical, verbal, or written harassment or conduct that threatens the mental or physical health of any individual(s).
  - c. An alleged violation engaged in by individual participants that was sanctioned, encouraged, or approved by the club itself.
2. Inappropriate conduct or actions while representing in any club related activity.  
Examples may include but are not limited to:
  - a. Damaging public or private property
  - b. Misusing club equipment or funds
  - c. Putting the lives of others in danger by driving unsafely
  - d. Being financially irresponsible
3. The presence of alcohol or illegal drugs at any event involving a club including, but not limited to, competitions, practices, fundraisers, and travel.
4. Delinquency in turning in forms, requests, equipment, or other related items.
5. Operating without the permission or approval of the Department of Recreational Sports.

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## **Standard of Conduct (continued)**

### **Websites and Social Media Accounts**

All Loyola University Club Sport participants are representatives of Loyola University Maryland and the Department of Recreational Sports. Club Sports representation has a direct impact on the University, therefore, Club Sport participants are not permitted to post inappropriate pictures or content on the Internet including, but not limited to, a Club Sports site or personal page. This may include the advertisement or use of drugs or alcohol, photos of an inappropriate nature, and offensive language.

Club Sport websites and social media accounts are directly affiliated with the Department of Recreational Sports, and by extension Loyola University Maryland regardless of the independence with which it was created. As such, all websites and social media accounts will have supervision/oversight by the Assistant Director for Competitive Sports. Please make every effort to be transparent with your digital communication and be proactive in addressing online concerns with the Assistant Director for Competitive Sports.

**Any Club Sport participant who posts inappropriate content and/or images on the Internet may be subject to disciplinary action. In severe cases, the club may lose its privileges or sponsorship as a Club Sport.**

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## Discipline Process

Any disciplinary action against a team or individual must be consistent with the policies outlined by the University, Club Sports Handbook, Community Standards, and/or federal and local laws.

Depending on the violation(s), individual club members, club coaches, club officers, or an entire club will receive notice that an investigation is being conducted. The administration reserves the right to postpone all club activities until the investigation is complete.

Recreational Sports administrators will review the evidence and listen carefully to the individual(s) involved. If it is determined that a violation has occurred, Recreational Sports administrators will consider the following before taking action:

- The attitude(s) of the club member(s).
- Any past disciplinary record of the member(s) or the club.
- The severity of the damage, injury, or harm that resulted.
- Whether the violation involved an action directed at another because of his/her/their race, religion, ethnicity, gender, sexual orientation, disability, etc.
- Whether the member(s) at fault take responsibility for his/her/their actions.
- The club member(s) honesty, or lack thereof, and cooperation with administrators during the course of the investigation.

Recreational Sports administrators will deliver written sanctions to the individual and/or team regarding the violations. Possible sanctions include, but are not limited to those outlined in the “Misconduct Sanctions” section.



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## Misconduct Sanctions

The Department of Recreational Sports reserves the right to enforce sanctions depending on the nature and severity of the violation(s). Individuals who receive disciplinary action from the Office of Student Life may also receive sanctions from the Department of Recreational Sports should the infractions relate to Club Sports.

Violation(s) of conduct policies in this handbook, Community Standards, and/or local or federal law could result in the following sanctions. Should the severity of the violation(s) be deemed significant, the administration reserves the right to elevate sanctions appropriate to the violation(s).

1. Formal Reprimand
  - a. A formal warning that is issued to document the violation, this warning will include resulting sanctions should any violation occur.
  - b. The Assistant Director for Competitive Sports will keep the document on file as formal documentation that a violation occurred.
2. Educational and/or Loss of Privileges
  - a. Certain violations may result in educational sanctions such as educational awareness programs or required retreat.
  - b. Certain violations may result in loss of privileges such as loss of practice time or loss of Departmental funding.
3. Probation
  - a. Clubs and/or individuals who violate multiple conduct policies or violate a more serious policy may be placed on probation. Clubs on probation may also lose their Department funding, travel, or other privileges at the discretion of departmental administrations.
  - b. Probation periods can last from one semester to indefinitely.
4. Suspension
  - a. Suspension will be reserved for clubs and/or individuals who violate a significant conduct policy, multiple policies or for persistent or repeat offenders, typically, but not always, after probation.
  - b. Clubs and/or individuals who are suspended must immediately cease all club activities and remain inactive for the length of the suspension.
  - c. Suspension periods can last from one semester to indefinitely.
5. Team Dissolution
  - a. Dissolution will be reserved for clubs whose member(s) violate a significant conduct policy, multiple policies or persistent or repeat offenders, typically, but not always, after suspension or probation.
  - b. Clubs who are dissolved must immediately cease all club activities and are not permitted to represent Loyola University Maryland during this period.
  - c. Suspension periods can last from one year to indefinitely.
  - d. To be considered for reinstatement, teams must follow the steps to create a new club team after the required dissolution period.
6. Referral to Office of Student Life
  - a. Actions by a club and/or individual in violation of the Community Standards will be referred to the Office of Student Life for a separate investigation.
7. Notification of State or Federal Authorities
  - a. Actions that violate state, local, or federal law may result in notification of proper authorities.

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## Appeal Process

When an individual or team behavior is inconsistent with University policies, the Club Sports Handbook, Community Standards, and/or federal and local laws, the status of Club Sport team or individual participants may change from *active* to *probation*, *suspension* or *team dissolution* with the Department of Recreational Sports. After sanctions have been delivered for violations to Club Sports policies, the team or individual(s) sanctioned has the option to appeal the sanctions.

The team or individual(s) appealing will be allowed 72 hours from when the sanction was delivered to submit their appeal; appeals will not be accepted after 72 hours. Only one appeal may be submitted for a team.

A written appeal may be submitted via email to the Assistant Director for Competitive Sports. The written appeal should include:

- i. Grounds for appeal. The grounds for appeal must be stated and explained. Permissible grounds for appeal are as follow: procedures were not followed; the outcome was not supported by the evidence; new evidence that was not available for the original investigation that might impact the outcome or sanctions; and/or for sanctions for suspension or dissolution of the team only that the sanctions were grossly disproportionate to the violation.
- ii. All information and documentation that the appellant wishes to be considered in reviewing the appeal.
- iii. Any alternative recommended sanctions and rationale.

The appeal will be reviewed by the Director of Recreational Sports or, in his or her discretion, by an appellate board comprised of University administrators.

Please allow 4 weeks after submitting a written appeal for a decision to be rendered. All appeal decisions are final.

Any sanctions imposed by the Office of Student Life are investigated and adjudicated independently from the Department of Recreational Sports.

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## **Travel and Transportation**

### **Travel Requests**

Prior to any trip, club officers must complete a Travel Request Form, found on IMLeagues.com along with a complete travel roster of emergency contact information. This form is required for all trips, regardless of distance or travel time. The Assistant Director for Competitive Sports must approve all trips (day trips and overnight trips), and funds must be available to cover all associated costs of travel.

Coaches are encouraged to travel with their teams. If a club wishes to travel overnight but does not have a coach, or its coach is unable to attend, the Assistant Director for Competitive Sports must approve this trip and a pre-trip meeting with the officers may be held to review expectations. Furthermore, a distance limit may be imposed on clubs traveling without a coach.

### **Travel Squads**

Realistically, it may be a challenge to travel with an entire team on away trips. When situations arise where not everyone can travel (due to size of roster, budget, etc.), every effort must be made to provide a fair and equitable method of determining who will travel. Coaches and officers must have equal say in this decision and the Assistant Director for Competitive Sports can assist when necessary.

### **Hotels**

It is the responsibility of the club officers to secure hotels for any overnight trips. After researching area hotels and comparing rates, a hotel is selected that best fits the club's needs and budget. Reservations can be made over the phone and payment will be done via a credit card authorization form completed by the Assistant Director for Competitive Sports. Once this form is sent, the club officers should verify with the hotel via phone call that all arrangements are set.

When a club checks into a hotel, the coach and/or officers should inspect rooms for damage. If so, report it immediately to the hotel manager; otherwise, you may be held responsible for the damage. Before checking out, it is recommended that you have a room inspection with a manager to verify that the room has been left in the condition in which it was found. It is recommended to have a team meeting when arriving to clearly communicate behavioral expectations regarding alcohol or drugs, curfew, and disturbances to other

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## Travel and Transportation (continued)

guests caused by noise. The club officers and coaches are responsible for enforcing rules and good behavior. When booking hotel rooms, male and female team members must reside in separate rooms. Coaches should be assigned their own room and are required to stay on the same premises as all Club Sport participants.

### Transportation

In order to drive a Loyola University Maryland vehicle, including rental vans, individuals must be at least 18 years of age, possess a valid driver's license, submit an Authorized Driver Information Form, and successfully complete the online Driver Clearance Test. Drivers will be approved 10 business days after successfully passing the driving test assuming they have an acceptable driving record. Once approved, drivers will be covered by Loyola's insurance when operating University vehicles. The club officers and coaches are responsible for ensuring that only approved drivers operate University vehicles.

Arranging transportation is the responsibility of the club. In general, only members of a club team whose name appears on the team roster will be permitted to travel with a Club Sport team. Exceptions will be considered by the Assistant Director for Competitive Sports on a case-by-case basis (team managers, for example). Vehicles will be reserved on a first-come, first-serve basis at no cost to the club. To reserve vehicles, a club officer or coach must complete the online Travel Request Form indicating the vehicle needs and number of passengers. Requests must be made at least 10 business days before departure. Requests received late will not be guaranteed and the club will be assessed a fine.

Vehicles must be picked up at the time requested. Drivers must bring their license and a **paper copy of the confirmation email**. Drivers should inspect the entire vehicle before departure; any damage or obvious issues to the vehicle not reported before departure will be the responsibility of the club. Refuel the vehicle prior to returning it only if a gas card was provided. Park only in assigned spaces in the York Road lot, lock all doors, close windows, and remove all trash and personal items. Keys must be delivered immediately to the Motor Pool office, as a prompt return enables others to use the vehicles. If a situation arises and the club is unable to return to campus by the predetermined time, the officers or coach must notify the Assistant Director for Competitive Sports and Parking and Transportation.

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## Travel and Transportation (continued)

Gas cards may be provided based on distance of the trip. If so, one card per group (not per vehicle) will be issued. These cards are to be used for gas purchases only and receipts must be submitted. Parking and Transportation has limited gas cards, not every group will receive one. If you must pay out-of-pocket for gas, receipts can be submitted for reimbursement. **Loyola does not reimburse for gas for personally owned vehicles.**

Student drivers who tow Loyola University Maryland owned boats on trailers should be advised that the University insurance only covers trailers that belong to the school. Boat clubs should ensure that drivers responsible for towing boat trailers have adequate training.

The following requirements apply to operation of all University vehicles:

- Use of cell phones without a hands free device and/or texting while operating a vehicle is strictly prohibited.
- Drivers are required to complete the driver sheets inside the vehicle binders to include mileage, gas purchases, vehicle issues, and accident reports per trip.
- The driver is responsible to use seat belts and require all occupants to do likewise.
- The driver must observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times.
- The use or possession of illegal drugs, alcohol, or a drug or substance that may impair one's ability to safely drive a vehicle is prohibited.
- Passengers riding in a University vehicle are prohibited from use or possession of alcohol or drugs.
- The driver shall report any accidents, damages, or problems immediately to the Assistant Director for Competitive Sports and Campus Police at 410-617-5010.
- The driver must turn off the vehicle, remove the keys, lock and secure the vehicle when it is left unattended.
- The vehicle must be operated within posted speed limits and at speeds appropriate for road conditions.
- Smoking is not permitted in vehicles.

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## **Travel and Transportation (continued)**

### **Accidents**

Failure to stop at the scene of an accident in which you are involved is a criminal offense. In the event of an accident involving a University vehicle, the driver shall adhere to the following procedures:

- Call the police. In the event of medical injuries, call for medical help.
- Do not leave the vehicle except in an extreme emergency.
- Assist injured people, but do not move them unless absolutely necessary to remove them from imminent danger.
- Report the accident to the Assistant Director for Competitive Sports and Campus Police at 410-617-5010.
- Request insurance information from all other drivers involved in the accident. If possible, take pictures and do not move the vehicle until police arrive at the scene.
- Obtain as much information as possible at the scene and report details on the Vehicle Accident Reporting Form (location, time, extent of injuries, your contact information, names and contact information of witnesses, etc.). Return this form to Parking and Transportation within one day of the accident.

### **Unused Vehicles**

Many vehicles are rented from Enterprise Rent-A-Car due to a limited fleet of Loyola-owned vehicles. It is much more costly to rent a vehicle in this way, but we do so because a van can transport more individuals and equipment than a car. When clubs request a certain number of vehicles, but do not use all of them, the rental fee(s) for the unused vehicle(s) will be charged back to the club.

If after the request is made it is determined a lesser number of vehicles is needed, the club officer should call Parking and Transportation to notify them of the change. These changes must be made at least 24 hours prior to departure. You must speak with someone in Parking and Transportation who can confirm the change is acceptable. Voicemails and emails will not constitute a successful change to the original reservation.

If the change is made within 24 hours of departure, the club will be charged for the unused vehicle.

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## **Travel and Transportation (continued)**

### **Tickets and Violations**

All traffic tickets (speeding, stop light, toll violations, parking, etc.) are the responsibility of the driver. The motor pool office will receive the ticket and forward to the Assistant Director for Competitive Sports, who will pay the fine from the appropriate club budget in order to avoid expensive late fees.

Notification of the ticket will be sent to the club officers and coach. It is the responsibility of the club leadership to ensure the drivers reimburse the club. If a club has more than 3 outstanding tickets not reimbursed, Parking and Transportation privileges will be revoked until these charges are reconciled. Students may pay by cash, check, credit card, or Evergreen at the FAC during regular business hours, Monday-Friday, 9am-5pm.

### **Post Competition Driving**

Returning after a game is permitted as long as the daily driving restrictions are followed.

No driving between the hours of midnight and 5 a.m., unless within a 50 mile radius of campus (for example, Ice Hockey at Ice World).

### **Daily Driving Restrictions**

- Trips over 100 miles require two drivers per vehicle, sharing driving responsibilities.
- Drivers must stop the vehicle for a break or switch drivers every 100 miles or two hours, whichever comes first.
- Trips are limited to a maximum of 400 miles per day.
- Parking and Transportation must be provided a list of alternate drivers for trips that require more than one driver per vehicle. Alternate drivers must already be cleared through the University Driver Clearance Process.

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## Travel and Transportation (continued)

### Personally Owned Vehicles

Personally owned vehicles may be used as a method of transportation for Club Sport activities within 25 miles of Loyola for practice or competition. Parking & Transportation vehicles may still be used in the event that a team does not have access to personal vehicles or if additional seating is required; however, the following requirements must be followed:

- Any club member who wishes to use their personally owned vehicle for Club Sports must have completed the Driver Clearance Process through Parking & Transportation.
- Travel request forms are required for personal vehicle usage for Club Sports AND the request must be approved by the Assistant Director of Competitive Sports.
- Teams traveling to Washington D.C. or areas just beyond the 25 mile radius who wish to use personal vehicles may submit a request to the Assistant Director for Clubs and Intramurals; those requests will be decided on a case by case basis.

Additionally, drivers and passengers need to be aware that the University's insurance **does not** cover personally owned vehicles or passengers driving in personal vehicles. All drivers must hold a **valid driver's license and carry their own insurance**. Personal vehicles may provide a very convenient means of transportation, but liability issues must be considered. Drivers are encouraged ensure the following safety measures:

- Individuals driving and traveling in personal vehicles must understand it is at their own risk and they are not covered by Loyola's insurance.
- The designated drivers should have experience and be licensed to drive the vehicle.
- The vehicle and its operator have appropriate insurance.
- The vehicle has been adequately serviced with preventative maintenance and check-ups.
- There is to be no alcohol or drug use before, during, or after the trip.
- Drivers should follow the rules and safety tips provided in the vehicle's owner's manual.

### Class Conflicts

It is the responsibility of each Club Sport participant to communicate with his/her professors, well in advance, regarding club competition that may conflict with class participation. The Assistant Director for Competitive Sports may provide an individualized letter confirming the date and time of a sanctioned competition or related travel accommodations. The letter serves to confirm the competition, but any accommodations are at the discretion of the professor.



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## Finances

Club officers are responsible for handling club funds carefully and responsibly. This includes planning and monitoring expenditures and revenues while operating within your budget. The following criteria serve as guidelines for Club Sport team allocations:

1. Number of participants
2. Length of activity season
3. Schedule commitments and balance of scheduling (home and away)
4. Anticipated equipment needs
5. Past and future fundraising activities

### HOW TO MONITOR YOUR BUDGET

All Club Sport accounts will be administered through the Department of Recreational Sports. All generated funds (dues, fund raising, donations) collected for each club should be deposited into the club's account by recording the transaction and leaving it with the Assistant Director for Competitive Sports. Updated budgets will be kept in the office and may be examined at any time by club officers or coaches. No outside bank accounts are permitted.

### SPENDING GUIDELINES

**The Assistant Director for Competitive Sports must approve all expenditures.**

Allocated funds may be used for the following basic operating expenses after the approval of the Assistant Director: travel, lodging, equipment, uniforms that are returned, officials, entry fees, end of year banquets/team dinners, and game/practice related costs.

Allocated funds may **NOT** be used for the following: items that become the permanent possession of a participant (e.g. uniforms that are kept, warm-up jackets, shirts, etc.), flowers, decorations, yearbook ads, and phone calls.

### HOW TO PAY BILLS OR BE REIMBURSED

All personal expenditures are highly discouraged and must be approved in advance. Submit the original receipt along with the completed Reimbursement Form to the Assistant Director for Competitive Sports. Only designated club officers may submit this form. Coaches and players requesting reimbursement will be mailed their check in 7-10 days.

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## Finances (continued)

### How to Pay Game Officials

The University will pay game officials from team-specific budgets. The club officer must submit an Official's Payment Form to the Assistant Director for Competitive Sports. Game officials must complete the form on the date of the competition when services are rendered. Officials can expect to be paid within 14 days after the Assistant Director for Competitive Sports receives the Request for Payment form. **Under no circumstances are officials to be paid in cash at the game site.** Club coaches or officers paying officials in cash will not be reimbursed.

### How to Obtain a Cash Advance or a Check

Some club activities require advance payments or cash transactions, for example tolls. Submit a copy of the available documentation to the Assistant Director for Competitive Sports.

- Check requests take seven to ten days to be completed. Please allow sufficient time.
- Cash advances may be obtained for valid reasons, and the receipts must be returned within 10 days.
- \$150 is the maximum amount for any cash advance.

### How to Deposit Money

In order to ensure accuracy of deposits, clubs must submit a Deposit Form. The Department of Recreational Sports will verify the correctness of the deposit with the form submitted. If the deposit is correct, the club will receive a copy of the deposit form with verification that the deposit has been credited to the club's account. If the amount is incorrect, the club will be responsible for resolving the difference with the Assistant Director for Competitive Sports. If a club makes a deposit without the Deposit of Funds form, the amount of the deposit, as determined by the Assistant Director for Competitive Sports, will be credited to the organization's account. Large deposits of coins should be rolled.

### Collecting Revenue

Clubs are required to generate an amount equal to **20% of their allocated budget** for the current year. This figure will be generated through dues collection or through fundraising efforts, or a combination thereof. This contribution augments University allocations to round out the total allotment necessary for each team's financial success. After being submitted, these funds will be used to administer the needs of the team and become a permanent addition to the team account. Failure to generate the required revenue will result in an automatic reduction for the corresponding amount in the club's subsequent annual budget allocation.

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## Finances (continued)

### Collecting Dues

**Individual club dues will be collected by the Officers and submitted to the Assistant Director for Competitive Sports by the end of the second week of practice each semester.** After this date, any player who has not paid their dues will become ineligible for all club activities including, but not limited to, practices, competitions, or events until payment is made to the Assistant Director for Competitive Sports.

It is the responsibility of the individual club member, club officer(s) and coach(es) to ensure that each club member has paid their dues before they participate in club activities including, but not limited to, practices, competitions, or events until payment is made. Clubs will be subject to a \$25 fine for any individual who participates after the end of the second week of practice without having paid club dues; the Department of Recreational Sports reserves the right to sanction individual club members, or the entire club team should a player participate without having paid their dues after the end of the second week.

### How to Fundraise

Aside from collecting dues in the amount of 20%, a variety of alternative options are available including hosting parent receptions/team award banquets in the Refectory, collective raffles (**no 50/50's**), magazine sales, sport-skills clinics for faculty and staff families, selling apparel, equipment or food, or hosting tournaments, etc.

**Clubs MAY NOT fundraise by or operating 50/50 cash raffles.**

When selling merchandise, a record of Club Sport participant's assigned property and/or money must be established. Club officers are responsible for returning the money and/or unsold items to the Assistant Director for Competitive Sports.

All funds must be deposited in the Department of Recreational Sports within 5 days after collection. Do not use collected funds for cash payments of bills. All bills must be paid through the account. When purchasing items for fundraising, follow regular purchasing procedures. **All logos and slogans must be approved.**

To sell items on **campus**, you must have the approval of the Director of Student Activities.

To sell items in the **residence halls**, you must have the approval of the Director of Student Life and/or the Dean of Students.

**Club teams are financially responsible for any losses that may occur during a fundraising event.**

### Monetary Fines

A surcharge of \$25 will be assessed (per occurrence) against the club team's budget for all of the following:

- Missed Club Officer Meeting
- Not submitting paperwork (Student-Athlete Packets, Roster, Event Report, Semester Report, etc.) by the deadline provided
- Late Motor Pool requests

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## Equipment and Apparel

### Equipment/Apparel

1. It is the responsibility of each club to keep an accurate inventory of its equipment and apparel.
2. Locker storage is provided in the Equipment Room at the FAC or in various other storage spaces in the building (MAC Closet, Pool storage, etc.).
3. To retrieve items from the Equipment Room, club officers can sign in with the attendant at the desk.
4. To access equipment in other locations at the FAC, make arrangements with the Assistant Director for Competitive Sports or ask a Building Supervisor for assistance.
5. To have apparel laundered, arrangements must be made with the Equipment Room staff. Advance notice is required as washed uniforms cannot be turned around immediately. **You must plan ahead!**
6. The Assistant Director for Competitive Sports must approve all equipment and apparel designs, logos and purchases prior to placing an order.

### Emergency Action Plan (EAP Bag)

1. EAP Bags may be checked out at the Equipment Room anytime the FAC is open.
2. EAP Bags must be returned by the end of each semester.
3. Team can choose to check out their EAP bag once a semester, or as needed if they practice/compete at the FAC.
4. EAP Supply forms will be collected periodically to ensure all bags are stocked.
5. Contact Assistant Director if supplies are low.

### Returning Equipment

1. Officers will sign-in at the Equipment Room desk to obtain access.
2. Items are to be returned to where they were stored when checked out.
3. **It is the responsibility of each club to ensure equipment is returned. Loyola Recreational Sports is not responsible for missing equipment or apparel.**

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## Officer Roles & Responsibilities

Club Sports at Loyola University Maryland operate under the Department of Recreational Sports. The management of each Club Sport shall be the primary responsibility of the club officers with the support of the Assistant Director for Competitive Sports and the club coach. General guidelines for each member of the management team are outlined below.

Each Club Sport shall elect a board of officers, unless chosen by the Assistant Director for Competitive Sports. At minimum, the officers should include a President and Treasurer though a Vice President and Secretary are strongly encouraged. If only the President and Treasurer are elected, those individuals will be responsible for VP and Secretarial duties as well. Other positions may be voted on, with the approval of the Assistant Director for Competitive Sports, as deemed necessary by the team.

### **General Officer Guidelines:**

All officers must satisfy the following requirements:

1. Thorough knowledge of all rules and regulations stated in the Club Sports Handbook and Community Standards.
2. Inform all teammates of the rules outlined in the Club Sports Handbook and Community Standards.
3. Full time student taking 12 credits or more.
4. Serve as a liaison between the club team and University, inform the Assistant Director for Competitive Sports of all club activities.
5. Uphold all Motor Pool requirements and ensure club abides by all Parking and Transportation policies.
6. Meet all financial obligations of the club, to include dues collection and fundraising.
7. Avoid monetary fines by completing all paperwork and attending all meetings.
8. Ensure that a travel itinerary and roster are submitted prior to departure.
9. Ensure all travelers are eligible to travel and listed on the travel roster.
10. Submit vehicle requests at least 10 days prior to trip.
11. Understand and enforce all University travel policies for the duration of this trip.
12. Ensure that only University-approved drivers are operating school/rental vehicles.
13. Report any accidents, incidents, injuries and/or violations of Club Sport policy.
14. Carry the list of emergency contact numbers and the Travel Emergency Action Plan.
15. Ensure that the club's EAP Bag is present on every trip.

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## Officer Roles & Responsibilities (continued)

### Club President Responsibilities:

The club president plays a key role in a club's leadership team and their effectiveness directly affects a club's success. The Assistant Director for Competitive Sports and coaches are available to advise and assist the club president as needed. Presidential responsibilities include, but are not limited to:

1. Thorough knowledge of, inform teammates and enforce all rules and regulations stated in the Club Sports Handbook and Community Standards.
2. Represent the club appropriately at all times.
3. Serve as the liaison between the club and Assistant Director for Competitive Sports.
4. Arrange competitions, practices, and travel accommodations as well as any other club management duties.
5. Attend all club officer trainings and meetings.
6. Communicate with the Assistant Director for Competitive Sports regularly regarding updates, issues or any other pertinent club business.
7. Submit an official roster to the Assistant Director for Competitive Sports no later than two weeks after the season has begun.
8. Collect and submit all related paperwork from each potential player (to include tryouts) prior to any competition; if a player has not submitted all paperwork, he or she may not participate in practice or competition.
9. Complete a Event Report with all match details to the Assistant Director for Competitive Sports no later than the first business day following competition.
10. Report any injuries or incidents to the Assistant Director for Competitive Sports immediately and complete an Injury or Incident Report.
11. Have the EAP Bag in your possession for each practice and/or game; maintain a current resupply list of used items; EAP bags will be resupplied at each club officer meeting.
12. Check the club's mailbox in the FAC main office weekly.
13. Hire officials for home competitions.
14. Participate in the selection process for new coaches.
15. Submit an "End of Season Report" to the Assistant Director.
16. Conduct officer elections before the end of each academic year.
17. Assist in the training and transition of the newly elected President at end of term.
18. Assume the role and responsibilities of Vice President if position is vacant.

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## **Officer Roles & Responsibilities (continued)**

### **Treasurer Responsibilities:**

The Treasurer shall work with the president and other officers to support the best interests of the club. Specific responsibilities include, but are not limited to:

1. Thorough knowledge of, inform teammates and enforce all rules and regulations stated in the Club Sports Handbook and Community Standards.
2. Represent the club appropriately at all times.
3. Attend all training sessions relating to managing club finances.
4. Collect and record payment of all membership dues.
5. Maintain an accurate record of all fundraising activities.
6. Document all club expenditures with receipts and/or other required financial forms.
7. Collaborate with the president and Assistant Director for Competitive Sports on budget request proposals.
8. Complete and submit invoices, reimbursement requests, officials' payment forms and any other forms relating to club finances within 5 business days.
9. Assist in the training and transition of the newly elected Treasurer at end of term.
10. Assume the role and responsibilities of Secretary if position is vacant.

### **Vice President Responsibilities:**

The Vice President (VP) shall assist the President with duties listed; if for any reason the office of President becomes vacant, the VP shall take over all associated responsibilities. Additional VP responsibilities include, but are not limited to:

1. Thorough knowledge of, inform teammates and enforce all rules and regulations stated in the Club Sports Handbook and Community Standards.
2. Represent the club appropriately at all times.
3. Maintain an accurate list of all Club Sport participants to include all signed forms.
4. Manage practice times, game schedules and inform the Assistant Director for Competitive Sports of changes.
5. Ensure all potential drivers have completed Parking and Transportation's required steps to become an approved driver; a list of approved drivers will be available upon request from the Assistant Director for Competitive Sports.
6. Ensure all drivers who will be using a University vehicle are aware of all Parking and Transportation policies and when using a vehicle, arrive with a hard copy of the approved vehicle request.
7. Assist in the training and transition of the newly elected VP at end of term.

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## Officer Roles & Responsibilities (continued)

### Secretary Responsibilities:

The Secretary shall work with other officers to support the best interests of the club; specific responsibilities include, but are not limited to:

1. Thorough knowledge of, inform teammates and enforce all rules and regulations stated in the Club Sports Handbook and Community Standards.
2. Represent the club appropriately at all times.
3. Reserve facilities, vehicle reservations, equipment, or other necessary materials using the "Facility Request Form" paying close attention to timelines for each reservation.
4. Submit travel request no later than 10 business days prior to travel and official travel rosters and itinerary for away competition no later than 72 hours prior to each competition.
5. Maintain detailed attendance records.
6. Maintain an accurate record of all injuries sustained by Club Sport participants during practice or competition. Related injury report forms are to be completed and submitted to the Assistant Director for Competitive Sports within the first business day following the injury.
  - a. Note: injury reports should be filed, under the same timeline, for opponents during home competitions.
7. Assist in the training and transition of the newly elected Secretary at end of term.



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## Coaches

Coaches are expected to be outstanding role models. Coaches are responsible for establishing an expectation that all Club Sport participants uphold the rules and regulations outlined in the Club Sports Handbook and Loyola University Maryland Community Standards; it is the responsibility of the coach to know and enforce University policies. Any violations are to be reported to the Assistant Director for Competitive Sports immediately following the incident.

The coach will be under the supervision of the Assistant Director for Competitive Sports and will be employed by the semester as an hourly part-time employee. In addition to being paid, all coaches will receive a free membership to the Fitness and Aquatic Center. Positions are evaluated for renewal each semester. The coach should be an experienced individual who possesses technical knowledge of their sport and understand and exercises safe conditioning and training methods.

All Club Sports are recommended to have a coach, while clubs that present a greater risk are required to have a minimum of one. Coaches are responsible for the development and implementation of all training methods, strategies, and game plans. While, administrative responsibilities are the responsibility of the club officers, coaches may provide guidance as necessary.

### **Hiring Process:**

1. Club Sport participants will assist in identifying possible candidates whenever possible and will provide input during the hiring process.
2. Candidate must submit a formal online application to human resources with cover letter and resume.
3. Candidates will interview with the Assistant Director for Competitive Sports and if possible, the club officers.
4. The Assistant Director for Competitive Sports will have final approval of all hires.

### **Benefits:**

- FAC Membership
- Monetary compensation

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## Coaches (continued)

After being hired, the coach(es) must adhere to the following policies:

1. Presence is required at all practices, scrimmages, exhibitions, and competitions unless the Assistant Director for Competitive Sports, grants prior approval.
2. Coaches have the option to travel with their teams for any away trips, including day trips or overnights.
3. Coaches cannot compete with the team in any competitions, exhibitions, or scrimmages. Participation is allowed in intra-squad activities during practice in order to help demonstrate skills, assess performance, and/or enhance the quality of drills.
4. Upholding and enforcing all policies and procedures as outlined in the Loyola University Staff and Administrator Policy Manual, the Club Sports Handbook, and the Loyola University Maryland Community Standards, including but not limited to: use of alcohol or illegal drugs; hazing; sexual harassment and sexual misconduct; verbal or physical abuse; gambling; and/or property loss or damage.
5. Maintain a sense of decorum and positive behavior while with team. Work with student officers to instill the qualities of fair play and respect for all teammates, opponents, coaches, fans, officials, and administrators.
6. Follow proper risk management guidelines to ensure safety of all Club Sport participants including but not limited to: purchasing or use of equipment, regular equipment and facility inspection, and the implementation of appropriate training techniques.
7. Conduct oneself in a manner that would uphold high moral and ethical standards commonly expected of a coach as a representative to the club. Actions that would tend to bring public disrespect, contempt, or ridicule upon the University or the opposing club will not be tolerated.
8. Social fraternization with the students or players that involves violation of University policies or state or local laws will result in immediate disciplinary action.
9. Submit paperwork to include timesheets in a timely manner.
10. Attend all club coach's trainings and meetings.
11. Communicate with the Assistant Director for Competitive Sports and the club officers.
12. Support Recreational Sports and Student Life recommendations and expectations in all situations involving Club Sport participants.
13. Maintain current CPR/AED and First Aid Training certifications (recommended, but not required.)

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## Facilities

Club Sport teams have access to facilities on campus for practices, games, tournaments, meetings, etc.

The 115,000 sq. ft. **Fitness and Aquatic Center** at 4900 N. Charles Street, features:

- Multi-activity court
- 2 Basketball courts
- Pool
- 2 studios
- Meeting Space: Classroom and conference room with computer/projector capability
- Racquetball and squash courts
- Grass field

The FAC also features an indoor track, indoor climbing wall and 6,000 square foot fitness center. However these spaces are not available to reserve and are open throughout the day to the Loyola community.

Other spaces on campus available for Club Sports:

- Diane Geppi-Aikens turf field
- Lugano turf field
- Butler tennis courts

### **How to Reserve Facility Space (including meeting rooms):**

Primarily, facility reservations requests will be done twice a year (May/June for fall semester and December for spring semester). All requests must be submitted via the online form found on the Club Sports website. Additional requests will be taken throughout the year, but must also been done through the online form and submitted at least one week in advance.

To reserve any space on campus NOT listed above (tables at Boulder, McGuire, etc.), the request must be submitted via the same online form. Allow additional time for approval since these requests will be forwarded to Event Services for approval.

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## Outdoor Facilities and Sport Fields

### Rules and Regulations

The primary function of the outdoor facilities is to serve the needs of students. In the interest of maintaining fields and outdoor facilities in proper and safe condition, the following guidelines are to be followed by those using the fields. These guidelines will be strictly enforced.

1. Scheduling of outdoor facilities and sports fields for recreational purposes has been delegated to the Department of Recreational Sports. Outdoor facilities may be reserved only during stipulated hours.
2. Possession and/or consumption of alcoholic beverages are prohibited on all outdoor facilities and fields.
3. Individuals and groups **may not sell food and soft drinks on any of the outdoor fields or facilities**. All concession and food stand requests must be approved by Event Services.
4. **No transportation equipment is permitted on the field including cars, bikes, trucks, vending stands, and/or motorcycles**. Any damage incurred by a vehicle will be paid for in full by the person or organization responsible for the activity.
5. No holes, ditches or pits may be dug for any purpose. The field is to be used “as is” unless complete written authorization is given by the Associate Director of Recreational Sports.
6. All persons and organizations using University facilities are expected to leave the facility in the same or better condition than they found it. This includes responsibility for returning equipment to its proper place and removal of all debris, garbage, etc.
7. Street shoes are not permitted on any outdoor tennis courts. Only smooth, soft-soled tennis shoes are permitted. No bikes, skateboards, or other modes of transportation are permitted. Only the game of tennis is permitted to be played on all outdoor tennis courts.

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## Outdoor Facilities and Sport Fields (continued)

### Diane Geppi-Aikens (DGA) & Lugano Memorial Field

It is important that we properly care for these field surfaces. Therefore, all club teams must adhere to the following guidelines:

1. No Club Sport participants or fans may park their vehicles on GA Field at any time.
2. No food or drink is permitted on any turf field. This includes sunflower seeds, Gatorade, etc. *Water is permitted.*
3. After any game or practice, all debris, trash, etc. must be cleaned from the field. All goals should be returned to their original location.
4. **Metal cleats are not permitted on any synthetic field at any time** as this causes damage to the field.
5. Club Sport participants should park vehicles in appropriate parking spaces at the Ridley Athletic Complex during club games and practices. Vehicles should not be parked on the street, in service vehicle areas, or double parked.

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## **Rain Cancellation Policy**

Because of the expense, the time necessary to grow grass, and the “shared” use of most University field areas, excessive **rain** can result in cancelled activities.

If, when standing on the grass field, water comes out of the ground around an individual’s foot, the team must not use the area for practice or play.

If maintenance services are required for damages that occur, the club team or responsible individual will be billed.

### **Procedures**

1. If it has rained during the 24-hour period prior to a contest or practice, the club president or coach must perform the “foot” test, which simply consists of standing on the playing field and watching to see if water comes out of the ground around his or her feet. The same procedure must be performed if it begins to rain during an activity.
2. If you are having difficulty making a decision after 5:00 p.m. during the week or on the weekend, contact the Assistant Director for Competitive Sports.
3. If you are unable to reach the Assistant Director for Competitive Sports, adhere to the policy. Please consider the long-term effects on field conditions and your organization’s privilege of using the field.

### **Penalties**

1. If damages occur and maintenance is required, the sports club or individual responsible for the organization of the activity in which the damage occurred will be billed for the costs of labor and materials by the grounds department.
2. Suspension or forfeiture of the right to use outdoor facilities and sports field to be determined by the Department of Recreational Sports.
3. Loss of club recognition and funding.

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## Inclement Weather and Lightning Policy

*"Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, National Oceanographic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times that many injuries occur from lightning strikes every year. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed."*

*- Excerpt from Guideline 1E in the 2014-15 NCAA Sports Medicine Handbook*

### Requirements of Activity & Evacuation of Fields

- A. **If lightning can be seen OR if thunder can be heard, all activity will be suspended and individuals should seek safe shelter immediately.**
  - Activity can resume **30 minutes** after the last sign of lightning/thunder.
- B. The officers and/or coach will inform the visiting team, and game officials of the Club Sports Lightning Policy prior to the start of the event if inclement weather is possible.
- C. The officers and coaches will monitor weather conditions and will be responsible for examining the horizon for the possibility of lightning.

### Chain of Command

- A. Practices
  - 1. The Club Sports officers and coaches will monitor inclement weather conditions and will be responsible for suspending or postponing activities with the assistance of the Athletic Trainer (if present).
- B. Games
  - 1. Prior to the start of a contest, it is the responsibility of the Club Sport officers, coaches and Athletic Trainer to make a decision to postpone or suspend competition due to weather conditions.
  - 2. It is the responsibility of the Club Sport officers and coaches to inform the game officials of our lightning policy.
  - 3. Once the contest begins, it is the responsibility of the game officials to make a decision to postpone or suspend competition due to weather conditions; **however, officers, coaches, Athletic Trainer and/or Assistant Director may also remove players from contest for safety reasons.**

***All individuals have the right to leave an athletic site or activity, without penalty, in order to seek a safe structure or location if they feel they are in danger.***

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## Lightning Policy (continued)

### Evacuation of Practice & Game Venues

- A. Once activity is suspended, all participants and support personnel are to evacuate to the nearest enclosed, grounded structure.
- B. Safe structures include:
  - Any building normally occupied or frequently used by people.
  - Any vehicle with a hard metal roof and shut windows may provide a measure of safety if a frequently used structure is not available
    - \*\*Once inside a safe structure, **DO NOT** shower, bathe, or talk on a land line. Cellular telephone lines are safe to use provided you are in a safe, grounded structure.
- C. Non-safe structures include:
  - Small covered structures (i.e. dugouts, rain shelters, golf shelters, picnic shelters)
  - Locations that place you at the highest point
  - Vehicles with convertible tops
- D. Safe Alternatives to Fields:
  - FAC Grass Field
    - Inside of the Fitness and Aquatic Center (FAC)
  - Geppi-Aikens Turf Field
    - Inside of the Andrew White Student Center
  - Lugano Field
    - Inside of the Ridley Athletic Complex
  - Additional Spaces
    - Ample time should always be given for participants, spectators, and any other personnel to seek a safe structure in the event of possible lightning. A pre-determined safe location should be made public.



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## Lightning Policy (continued)

### Fan/Spectator Evaluation

Once the decision has been made to suspend activity, a representative from the Department of Recreational Sports, game officials, or on site Athletic Trainer will be responsible for informing all spectators of the danger of a lightning strike, and to immediately seek shelter in a grounded structure or their vehicle.

### Safety Tips

- A. Avoid being next to large metal objects such as the lights when lightning is approaching.
- B. If you feel your skin tingling, immediately crouch and grab your legs to maximize the possibility for the current to enter one foot and return out of the other, protecting vital organs.
- C. Minimize any contact with the ground if possible as the lightning current enters a victim through the ground (e.g. do not lie on the ground, nor place hands on the ground).
- D. Avoid tall trees, open fields, pools of water, or any other tall object such as a light or flagpole.

### Pre-Hospital Care for Lightning Strike Victims

- A. Call 911 and activate the local emergency medical services immediately.
- B. "Survey the scene" by assessing potential risk to self or others, the scene must be safe in order to intervene.
- C. Send a bystander to retrieve an AED.
- D. Evaluate airway, breathing, and circulation.
  - Initiate Rescue Breathing if the victim is not breathing but has a pulse.
  - Initiate CPR if the victim is not breathing and has no pulse.
  - There is a high success rate of resuscitation for lightning strike victims when using CPR, particularly in conjunction with an AED.
- E. If an AED is nearby, it should be used immediately. However, care should not be delayed in order to search for an AED.
- F. If possible, move the injured individual to a safe structure.
- G. If CPR has been successful, or a victim spontaneously recovers, complete a full secondary survey including evaluating for shock, hypothermia, fractures, and burns.
- H. Continue to follow Emergency Action Plan step by step on page 41.

*Individuals who are struck by lightning **DO NOT** carry an electrical charge. Therefore, rescue breathing, cardiopulmonary resuscitation (CPR), and/or use of an automatic external defibrillator (AED) are safe for the responder.*

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## Campus Guidelines for Posting Information

- All signs, notices, flyers, posters, banners, and table tents must be approved by the Office of Student Activities and stamped with the date the item is approved before any materials can be posted. It is suggested that the original copy of all items be submitted for approval before photocopies are made.
- If the item is prepared and printed by the office of creative services at Loyola and contains the Loyola University Maryland logo, then it does not have to be stamped for posting.
- Any digital signage must be in accordance with this Posting Policy, and will be approved electronically by the Director of Student Activities.
- No sign, notice, flyer, or poster that advertises a single event may be posted for a period longer than two weeks.
- A copy of all approved flyers will be on file in the Office of Student Activities.
- All signs must contain the name of the sponsoring organization, date, time and location of the event.
- Materials may not be placed on glass, painted, or varnished surfaces of any kind.
- Flyers, posters, and banners may not be placed on the ground. Items on floors and walkways pose a safety hazard.
- Materials to be displayed in common areas must be approved by the Office of Student Activities.
- Materials to be displayed in the residence halls must be approved by the Office of Student Life.
- Chalk, paints, and markers may not be used on any surface whatsoever for the purpose of advertisement (only exception is for the fine arts department - McManus Lobby window).
- Materials may not be placed in any one area in excess and may not cover other posters or signs.
- The use of Duct Tape, glue, and paste is strictly prohibited. Masking tape and clear "scotch" tape are the only materials allowed to attach signs, using push-pins to post on appropriate bulletin boards.
- Table tents can be placed on tables inside of any Dining Services location with prior permission from both Student Activities and a manager from Dining Services.
- Members of a Loyola organization may pass out hand flyers on campus with prior approval from Student Activities.
- Any materials hung in violation of the policies will be removed and recycled.
- Materials including any alcohol-related information, including activities at bars/clubs, are prohibited.
- Materials may not be posted on the interior or exterior walls or doors of the Sellinger School of Business, only appropriate bulletin boards inside the building.
- The Director of Student Activities must approve any outdoor display.
- It is the responsibility of the sponsoring organization to remove outdated materials. Recycling is strongly encouraged.
- Maliciously destroying/defacing others' publicity will result in either disciplinary action.
- Failure to comply with these guidelines by students or student organizations will result in either administrative or disciplinary action.
- **Examples of acceptable places to post information: bulletin boards, cement columns along the Quad, Maryland Hall Bridge, Pedestrian Bridge, table tents on tables inside of dining facilities.**

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## **Loyola University Maryland Club Sports Program Emergency Action Plan**

The purpose of this plan is to outline the actions that should be taken in case of serious accident, incident, or other emergency on a Club Sports trip and how the communication will occur between the Club Officers/Coaches in the field and Loyola University Maryland.

- ✓ The officer/coach with the highest level of medical training takes the lead position on the team.
- ✓ Call 911 if necessary then.
- ✓ Survey the scene! If the scene appears to be dangerous, do not enter the area and jeopardize your well-being or the well-being of anybody else in the group. When the scene is safe for all those involved.
- ✓ Provide proper medical treatment - do not treat outside of the scope of training.
- ✓ Activate Club Sports communication chain shown below.
- ✓ Control and monitor group and ensure their wellbeing.
- ✓ Write down everything!
- ✓ Do not speak to media and do not speculate.
- ✓ Use your best judgment.

### **Club Sports Program Communication Chain**

**In the event of a serious accident, incident, or other medical emergency, it is important that there be communication between Club Sport Officers/Coaches on the trip and Loyola University key personnel. Information should be shared promptly, accurately, and completely at each communication level. You must make contact with a person listed below, do not leave messages and do not have students relay information (phone numbers on reverse side). Stay calm and remember to stick to the facts and avoid speculation.**

- I. Call 911 if necessary.
  
- II. Contact Assistant Director for Competitive Sports
  - a. Primary contact between the Club Officers/Coaches and Department of Recreational Sports.

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## **Loyola University Maryland Club Sports Program Emergency Action Plan (continued)**

- b. He/she will notify the proper personnel at Loyola University in Maryland, if necessary.
- c. After attempting to contact Assistant Director for Competitive Sports, every effort should be made to contact another representative from the Department of Recreational Sports in the order they appear on the list of emergency contact.

### **III. Contact Another Department of Recreational Sports Representative**

- a. Contact the Department of Recreational Sports via the list of emergency numbers.
- b. If contact with the designated Department of Recreational Sports representatives is unsuccessful, contact the Assistant VP for Student Development.

### **IV. Contact the Assistant VP for Student Development**

- a. Contact the Assistant VP for Student Development via the emergency numbers.
- b. If contacting Assistant VP for Student Development is unsuccessful, contact Loyola's Public Safety.

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## Loyola University Maryland Emergency Contacts

**When using this list, call the contacts in the order that they are listed. Call each number listed for each contact person. If you cannot reach a contact, after trying all of their numbers, do not leave a message and then attempt to contact the next person on the list:**

Kara Hunter	Assistant Director of Recreational Sports Competitive Sports	W: 410-617-5340 C: 330-949-6017
Paul Alvara	Competitive Sports Intern	C: 912-281-5490
Bryan Haunert	Director of Recreational Sports	W: 410-617-5131 C: 541-335-9372
Katsura Kurita	Assistant Vice President Student Development	W: 410-617-5646 C: 202-321-4755
Public Safety	Emergency	W: 410-617-5911

### **OTHER**

Public Safety	General	410-617-5010
Recreational Sports	General	410-617-2330
FAC Welcome Desk	Welcome Desk	410-617-5453
Vacant	Athletic Trainer	W: 410-617-5439

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## Emergency Action Plan for Indoor Events

In the event of an EMERGENCY during any Indoor Intramural or Club Sporting Event inside the FAC, the Intramural Supervisor(s)/Club Officers/Club Coaches have a **Duty to Act** and should take the following steps:

- Assume overall responsibility of the emergency response process.
- Assess the nature of the injury immediately and determine care needed. Use specific emergency response certification training to provide care to the victim (First Aid/Sports Safety Training, CPR-FPR, AED).
- Do not remove the injured person from the playing area, if you suspect a serious injury. **Proceeding with a game never takes precedence over a proper injury response.**
- The **Intramural Supervisor/Club Officer or Coach must initiate the following, but remain with the injured person:**
  1. Use the portable radio (which you pick up at the Equipment Room prior to the contest) to contact the FAC Building Supervisor to report the situation. Inform the Building Supervisor that there is a “Code Red” (life threatening) or “Code Blue” (non-life threatening) in the building (specific area) and that you need assistance.
  2. The Intramural Supervisor/Club Officer or Coach must provide appropriate care until the Building Supervisor arrives. Together, you can continue the appropriate care.
  3. If the injury is serious and EMS (ambulance) is deemed necessary, send an official/other club officer to call 911 from the black phone on the column by the Rock Wall or the phone behind the scorers’ area on the MAC Court.
  4. If this call is successful, the official/officer shall then contact Campus Police at x5911 and report the emergency. **Inform them that you have already contacted 911 via phone.**

### **Telephone Protocol**

1. Identify yourself (name and title with Recreational Sports).
  2. Give your location (Fitness & Aquatic Center, 4900 N. Charles Street at Loyola University’s Baltimore Campus). **Do not have them enter through the Wyndhurst side.**
  3. Describe the nature of the injury.
  4. Ask for EMS to be sent.
  5. **Do not** hang up until the dispatcher has all necessary information and tells you to hang up.
- **The club officer or coach is required to stay with the injured person.**
  - Additional Department of Recreational Sports staff or club personnel should meet the emergency response vehicles and be responsible for “crowd” control (keeping people away from the scene).

The club officer or coach must fill out a complete accident report describing the injury (retain witnesses), how he/she responded, care given, mode of transport, who volunteered to accompany the injured, who was notified, the outcome, etc. These forms are located in the clear plastic folder in the large, red EAP Kit. The completed form must be passed along, within 24 hours, to the Assistant Director for Competitive Sports.

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## Emergency Action Plan for FAC Grass Field

In the event of an EMERGENCY during any Outdoor Intramural or Club Sporting Event on the FAC Field, the Intramural Supervisor(s)/Club Officers/Club Coaches have a **Duty to Act** and should take the following steps:

- Assume overall responsibility of the emergency response process.
- Assess the nature of the injury immediately and determine care needed. Use specific emergency response certification training to provide care to the victim (First Aid/Sports Safety Training, CPR-FPR, AED).
- Do not remove the injured person from the playing area, if you suspect a serious injury. **Proceeding with a game never takes precedence over a proper injury response.**
- The **Intramural Supervisor/Club Officer or Coach must initiate the following, but remain with the injured person:**
  1. Use the portable radio to contact the FAC Building Supervisor to report the situation. Inform the Building Supervisor that there is a “Code Red” (life threatening) or “Code Blue” (non-life threatening) on the FAC field and that Emergency Medical Service has been contacted. If no portable radio is available, send a club officer/official inside to the welcome desk to radio for the Building Supervisor. **The Intramural Supervisor/Club Officer or Coach is required to stay with the injured person.**
  2. If EMS (ambulance) is deemed necessary, use a cell phone to contact 911 directly.
  3. If a cell phone is not available, send an official/club officer to the “Blue Light” Emergency Call Box located outside the field perimeter, between the field and the FAC, which can be used to contact Campus Police at x5911. The dispatcher will in turn contact 911, when requested.
  4. If the cell phone call is successful, contact Campus Police at 410-617-5911 and report the emergency. **Inform them that you have already contacted 911 via a cell phone.**

### **Telephone Protocol**

1. Identify yourself (name and title with Recreational Sports).
  2. Give your location (Fitness & Aquatic Center Grass Field, 4900 N. Charles Street at Loyola University’s Baltimore Campus).
  3. Describe the nature of the injury.
  4. Ask for EMS to be sent.
  5. **Do not** hang up until the dispatcher has all necessary information and tells you to hang up.
- Additional Department of Recreational Sports staff or club personnel should meet the emergency response vehicles and be responsible for “crowd” control (keeping people away from the scene). To help preserve the integrity of the field, ambulances should not drive onto the field unless it is deemed necessary.
  - The Intramural Supervisor/Club Officer or Coach must fill out a complete accident report describing the injury (retain witnesses), how he/she responded, care given, mode of transport, who volunteered to accompany the injured, who was notified, the outcome, etc. These forms are located in the clear plastic folder in the large, red Emergency Action Kit, as well as in the sport-specific binder. The completed form must be passed along, within 24 hours, to the Assistant Director for Competitive Sports.

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## Emergency Action Plan for Geppi-Aikens Turf Field

In the event of an EMERGENCY during any Outdoor Intramural Sporting Event on Geppi-Aikens Field, the Intramural Supervisor/Club Officer or Coach(s) has a **Duty to Act** and should take the following steps:

- Assume overall responsibility of the emergency response process.
- Assess the nature of the injury immediately and determine care needed. Use specific emergency response certification training to provide care to the victim (First Aid/Sports Safety Training, CPR/FPR, AED).
- The **Intramural Supervisor/Club Officer or Coach must initiate the following, but remain with the injured person:**
  1. If EMS (ambulance) is deemed necessary, use a cell phone to contact 911 directly.
  2. Call Campus Police also at 410-617-5911 and report the emergency. Inform them that you have already contacted 911 via a cell phone.
  3. If a cell phone is not available, send an Official/Club Officer/Coach inside the Andrew White Student Center (McManus Theater entrance) to contact 911 and then Campus Police at 5911 from the campus phone located in the phone booth near the main theatre interior doors.
  4. There is also a “Blue Light” emergency phone located outside the field perimeter fence at the NE corner of Geppi-Aikens field and Millbrook Road, which can be used to contact x5911. The dispatcher will in turn contact 911, if requested.

### **Telephone Protocol**

1. Identify yourself (name and title with Recreational Sports).
  2. Give your location (Geppi-Aikens field on corner of Cold Spring Lane and Millbrook Road at Loyola University’s Baltimore Campus).
  3. Describe the nature of the injury.
  4. Ask for EMS to be sent.
  5. **Do not** hang up until the dispatcher has all necessary information and tells you to hang up.
- The Intramural Supervisor/Club Officer or Coach must fill out a complete accident report describing the injury (retain witnesses), how he/she responded, care given, mode of transport, who volunteered to accompany the injured, who was notified, the outcome, etc. These forms are located in the clear plastic folder in the red EAP Kit. The club officer or coach must ensure the completed form is passed along, within 24 hours, to the Assistant Director for Competitive Sports.
  - Intramural Supervisors/Club Officers or Coaches have a **Duty to Act** to perform the necessary first aid and/or CPR on the injured individual.
  - **For life threatening injuries to conscious and unconscious victims**, the AED must be “swiftly” retrieved from its storage case located in the NW corner of Geppi-Aikens field, by one of the Intramural Supervisors/Club Officers or Coaches.



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## AED Security Case Operating Instructions

- **Step 1:** Unlatch clasp on the right side of the fiberglass cabinet
- **Step 2:** Open clear plastic box protecting the key pad
- **Step 3:** While pushing the cabinet closed, Enter Code

### **C + 5911 + Key Symbol**

- A steady green light will come on, pull the door open when a click is heard
- If an error occurs while entering the code, press the **C** at any time to start over.
- If the green light flashes, the lock has pressure against it. Re-enter the code while pushing the cabinet door closed.
- The lock is designed so that a quick, strong pull will open the cabinet in case of lock malfunction.
- Assisting staff members should meet Emergency Response vehicles and are responsible for crowd control (keeping people away from the scene).
- After an accident or injury, important follow-up tasks **must** be completed:
  - Incident/Accident Reports
  - Other verbal or written communication with the Assistant Director for Competitive Sports.
  - The Assistant Director for Competitive Sports should follow recreational Sports notification protocols.

### **Injured Student Transport Procedure:**

If a student is transported from Geppi-Aikens by ambulance to a local hospital for any injury, all notification and follow up procedures should be followed as outlined in this section.

- The Intramural Supervisor/Club Officer or Coach should interact with the ambulance crew to determine which hospital the student is being transported to, and ask a friend/acquaintance of the injured to accompany him/her in the ambulance, or follow the ambulance to the hospital.
- The Intramural Supervisor/Club Officer or Coach must then call the FAC Building Supervisor at the Welcome Desk, 410-617-5453, and provide the name of the injured person, the person who accompanied the injured, the hospital he/she is being transported to, and the description of the injury. Request the Building Supervisor contact the GRC in Student Life. Contact Assistant Director for Competitive Sports to inform him/her of the situation.
- The FAC Building Supervisor should fill out an abbreviated accident report form, briefly describing the injury, care given, mode of transport, who volunteered to accompany the injured, who was notified (911, x5911, etc.) when the Intramural Supervisor/Club Officer or Coach calls the FAC to report the injury.
- The FAC Building Supervisor will hang up and then notify the “on call” GRC from Student Life, via Campus Police (x5911) and provide name of injured student, roommate name, who accompanied him/her to hospital, what hospital they went to, and a basic description of the injury and where it occurred, who in turn will notify the appropriate university staff and/or family of the injured student. The Building Supervisor must ensure the accident report form is processed per normal procedures.

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## Emergency Action Plan for Lugano Field

In the event of an EMERGENCY during any Outdoor Sporting Event on Sean Lugano Memorial Field, the Intramural Supervisor/Club Officer or Coach(s) has a **Duty to Act** and should take the following steps:

- Assume overall responsibility of the emergency response process,
- Assess the nature of the injury immediately and determine care needed. Use specific emergency response certification training to provide care to the victim (First Aid/Sports Safety Training, CPR/FPR, AED,),
- **The Intramural Supervisor/Club Officer or Coach must initiate the following, but remain with the injured person:**
  1. If EMS (ambulance) is deemed necessary, use a cell phone to contact 911 directly.
  2. Call Campus Police also at 410-617-5911 and report the emergency-inform them that you have already contacted 911 via a cell phone.
  3. If a cell phone is not available, there is also a “Blue Light” emergency phone located outside the field perimeter fence at the SE corner of Lugano Memorial Field, which can be used to contact x5911. The dispatcher will in turn contact 911, if requested.

### **Telephone Protocol**

1. Identify yourself (name and title with Recreational Sports).
  2. Give your location (Sean Lugano Memorial Field at the Ridley Athletic Complex, 2221 West Cold Spring Lane).
  3. Describe the nature of the injury.
  4. Ask for EMS to be sent.
  5. **Do not** hang up until the dispatcher has all necessary information and tells you to hang up.
- The Intramural Supervisor/Club Officer or Coach must fill out a complete accident report describing the injury (retain witnesses), how he/she responded, care given, mode of transport, who volunteered to accompany the injured, who was notified, the outcome, etc. These forms are located in the clear plastic folder in the red Emergency Action Kit, as well as in the sport-specific binder. The Intramural Supervisor/Club Officer or Coach must insure the completed form is passed along, within 24 hours, to the Assistant Director for Competitive Sports.
  - Intramural Supervisors/Club Officers or Coaches have a **Duty to Act** to perform the necessary first aid and/or CPR on the injured individual.
  - **For life threatening injuries to conscious and unconscious victims**, the AED must be “swiftly” retrieved from its storage case, located on the exterior stadium wall, facing Lugano Field.

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## Emergency Action Plan for Lugano Field (continued)

- The aspirin administration procedures must also be followed by the Intramural Supervisor(s) if victim is experiencing signs of a heart attack, but still remains conscious. Two 81 mg Baby Aspirin are stored in a pillbox in the clear plastic folder located in the red Emergency Action Kit.

### **Injured Student Transport Procedure:**

- If a student is transported from Lugano Field by ambulance to a local hospital for any injury, all notification and follow up procedures should be followed as outlined in this section.
- The Intramural Supervisor/Club Officer or Coach should interact with the ambulance crew to determine which hospital the student is being transported to, and ask a friend/acquaintance of the injured to accompany him/her in the ambulance, or follow the ambulance to the hospital.
- The Intramural Supervisor/Club Officer or Coach must then call the FAC Building Supervisor at the Welcome Desk, 410-617-5453, and provide the name of the injured person, the person who accompanied the injured, the hospital he/she is being transported to, and the description of the injury. Request the Building Supervisor contact the GRC in Student Life. Contact Assistant Director for Competitive Sports to inform him of the situation.
- The FAC Building Supervisor must fill out an abbreviated accident report form, briefly describing the injury, care given, mode of transport, who volunteered to accompany the injured, who was notified (911, x5911, etc.) when the Intramural Supervisor calls the FAC to report the injury.

The FAC Building Supervisor will hang up and then notify the “on call” GRC from Student Life, via Campus Police at 5911 (provide name of injured student, roommate name, who accompanied him/her to hospital, what hospital they went to, and a basic description of the injury and where it occurred), who in turn will notify the appropriate college staff and/or family of the injured student. The Building Supervisor must insure the accident report form is processed per normal procedures.