Mission Statement
The Eastern Washington University (EWU) Club Sport Federation (CSF) helps to provide the campus community with sport specific clubs that are not generally offered by EWU as an NCAA athletic team. It should provide participants with the opportunity for improved health and physical fitness, improve teamwork and leadership skills, and help students understand the philosophy of good sportsmanship while they represent EWU in club activities.

Program Goals
- Encourage members to learn new or improve existing sport skills
- To be a leader in recruiting and retention efforts by providing opportunities for potential/current students to pursue sport-specific clubs
- To develop and maintain a high level of physical fitness
- To develop teamwork, leadership and administrative skills
- To be a part of the clubs’ group decision making process
- To encourage students to participate and try new activities as a means of making their collegiate experience more rewarding and memorable
- To maintain high ethical standards in all aspects of any club activity
- Understand the importance of good sportsmanship and fair play
- Provide students with the opportunity for growth outside the classroom
- Building a life-long connection to the university through the CSF experience

Philosophy of EWU Club Sports
Club sports may be competitive, recreational or instructional, based on the wishes of the club members. The CSF program will provide participants with the opportunity for competition at the regional or national level. The CSF exists to give EWU students a positive learning and personal growth experience outside the classroom as well as to give them the opportunity to represent their school in athletic competition. CSF organizations are a vital piece of student recruitment and retention and every effort should be made to encourage program growth and stability.

EWU CSF Conduct Code
It is each player’s responsibility to display a positive attitude and demonstrate good sportsmanship while participating in any CSF activity. Any player or team guilty of poor conduct will be disciplined immediately by ejection, suspension or other action(s) as to be determined by the CSF Council. It is each player’s responsibility to see that they conduct themselves in a proper manner, always remembering that they are representing Eastern Washington University. CSF members have an obligation to act in a responsible manner and in accordance with the EWU Student Conduct Code while representing EWU in CSF activities. It is the duty of each club member to hold themselves accountable for their actions. Any club member(s) receiving disciplinary action from their league, association or from the CCS will be forwarded to the EWU Dean of Students, EWU Office of Students Rights & Responsibilities, and/or the Director of Campus Safety, depending on the nature of the incident. Disciplinary actions handed down by the CCS are subject to review only by the CSF Council, EWU Office of Students Rights & Responsibilities and the ASEWU Council.

What is a CSF Organization?
A CSF organization is a group of students that have an interest in a specific sport. Club sports provide members with an opportunity to compete in leagues, tournaments, and competitions
at the regional or national level or to practice or train with others in their chosen sport. Most clubs practice on campus, set their own membership dues, expects each member to participate in the group experience, and do not interfere with student’s academic efforts.

**Who is Eligible to Participate?**
Any currently registered EWU student, faculty, staff may join any CSF organization. Clubs may have additional membership requirements based on criteria from their club constitution or sport associations.

**How does a CSF Organization Develop?**
When a group of students express a desire to form a new club or activate a currently inactive club, the CSF professional staff gets involved. We will assist those students in efforts to organize, recruit, fundraise, as well as administer their club. Interested students or groups should contact the Coordinator for Club Sports (CCS) in the University Recreation Center (URC), Room 201. Phone: (509) 359-4836.

**CSF Constitution Requirement**
All CSF organizations must produce a club constitution, ratified by its members, before it can be officially registered as a club by the ASEWU.

**Coordinator for Club Sports (CCS)**
The main duty of the CCS is advising each club on administrative matters pertaining to the club. Assistance with matters such as budget preparation, fundraising, recruitment, arranging for practice and game facilities, and acquisition of equipment are all areas in which the CCS can be helpful. The CCS will assist in the formation of new clubs as well by offering support and available resources. Any student wishing to find out more about forming or reactivating any CSF organization should contact the CCS in the CSF Office in URC 201 @ (509) 359-4836. In the absence of the CCS, the Director of Campus Recreation Programs will assume all duties set forth by the CCS.

**CSF Officer’s Duties**
- Have working knowledge of this CSF Policies & Procedures Manual as well as their league/national association requirements.
- Assure that all members complete the “Travel Authorization & Information Sheet” prior to participating in any game or activity away from the EWU campus. These forms may be picked up in the CSF Office and must be completed by each player.
- Maintain all club records regarding budgets, player dues, fund-raising and player emergency procedures information.
- Submit all required forms including travel forms (see section on Travel Procedures) as well as those required by the ASEWU & EWU Clubs & Organizations Advisor in a complete and timely manner.
- See that all club members understand the “Player Conduct Code” and maintain proper conduct during all club related activities.
- Insist that all team members cooperate with game officials and show good sportsmanship at all times.
- Inform all team members of upcoming practices, games or meetings in advance so that they may adjust their schedule accordingly.
- Make all facility, equipment, and scheduling requests to the CCS.
- Represent their club at all CSF Meetings, ASEWU Clubs and Organizations Meetings or as required by the CCS. Advance notice will be given when possible, but is the responsibility of the officers to be aware of all necessary meetings.

- Maintain complete records on inventory, purchases and equipment needs as required by the CCS or GA

- Assure that enough club members have taken and passed the Van Driving Safety Course and First Aid/CPR course

- Develop and maintain an accurate club roster that is current and produce that information upon the CCS request.

- Report any incident that occurs during any club activity immediately to the CCS by filling out an EWU Incident Report within 24 hours of the injury.

- Inform all club members of all CSF Handbook policies.

- Assure that all club members are aware that it is their responsibility to provide their own insurance coverage while participating in any CSF activity. This includes travel to and from any or all practices or games.

**Club Coaches**

It is up to each club to determine whether they will have a designated coach. The coach does not need to be associated with EWU in any capacity other than as a coach. Coaches are to be selected by the club members or officers, pending approval by the CCS. Coaches are non-paid unless the club raises funds to pay for the coach’s time, travel expenses, equipment or any other costs approved by the club. Coaches are available for a stipend amount if agreed upon by the club; a memorandum of agreement must be filled out and the monies must come from the teams club funded account. At no time may a club request funding from S&A fees to pay for any of these expenses. Coaches are required to complete a Club Sport Federation Coaches Information Packet and schedule an interview with the CCS before assuming coaching duties. Other requirements for coaches in cluded: background check, coaching experience, knowledge of current emergency procedures, and current first aid, CPR and AED certifications. When traveling with the team, coaches must follow all rules and regulations as set in this manual.

**Club Advisors**

Each club is required to have a Club Advisor, non-paid, selected by its members from the EWU Faculty or Staff. The primary role of the Advisor is to provide advice and counsel in any and all matters pertaining to administration of the club and to help facilitate the year-to-year operations of the club. Advisors are encouraged to but not required to attend practices or games, unless they choose to, travel with the team or pay any fees or dues associated with club membership. Clubs without a current EWU Advisor will be placed on inactive status until an Advisor can be secured or approved by the CCS.

**Requirements of Club Membership**

It is each club officer’s responsibility to make sure all club members meet the CSF eligibility rules. Any team or player found in violation of any of the following rules will be declared ineligible immediately and their club will receive sanctions, based on the severity of the incident. All clubs will be open to all eligible to currently enrolled EWU students, faculty and staff and may not discriminate or deny entrance into the club to any person based on race, religion, gender, ethnic group, or disability. **Note:** Although clubs prefer not to limit the number of active members, it is recognized that each club will maintain a fair and equitable
process that will determine the number of people that can realistically and safely practice or participate in club activities. Members that regularly attend club practices and activities and maintain a good standing within their club’s guidelines should be given top priority when determining which players represent the club in competition. It is up to each club to maintain a fair process for selecting which members will represent the club in competition. Ultimately, it is the club officer’s responsibility to decide and inform players of these plans.

**General Eligibility Rules**

- All CSF activities are open to any currently enrolled EWU student, EWU Faculty, Staff and their spouses. **Note:** Certain CSF national organizations, or leagues affiliated with a CSF team, may have special requirements in addition to those listed in this section.
- No person may participate in any EWU CSF activity until they have completed the CSF Club Roster/Waiver Form. These can be picked up in the CSF Office or on the CSF website @ www.ewu.edu/Club-Sports and must be filled out prior to any form of participation.
- Only Club Officers should add players to a roster. All players must sign the Roster/Waiver form prior to playing in any EWU CSF practice or contest.
- “Red-shirt” student athletes are considered “Intercollegiate Athletes” and not eligible for club participation without written permission from the EWU Athletic Department.
- All club members must meet all the requirements of their respective club as set down in the club’s constitution.

**CSF Status**

All EWU CSF organizations will be placed in one of the following categories based on their standing in the program. Status may change at the determination of the CCS or upon request of the club representative(s). Any club, which is declared inactive or suspended, will see whatever funding is left in their budget frozen, until an appeal for reinstatement can be made to the CSF Council or ASEWU Superior Court, if needed.

**Competitive:** These are clubs of which are competitive in nature. They will compete in regular contests against other club teams and may join a competitive league or association. They are eligible for ASEWU funding and may utilize the CSF resources as provided by the CCS. Each club will determine the level of competition that the club will participate at and will be responsible to adhere to and meet all requirements as set forth in this handbook. Tryouts may be held for those clubs with limited space.

**Recreational:** These clubs fit the description as listed under Level 1 Competitive with one exception - they will not host or travel to intercollegiate competitions. They are designed to allow members to practice individual or team skills in a non-competitive setting.

**New Club:** We are constantly adding new clubs to the CSF, as long as they have followed the guidelines as set forth in this handbook for starting a new club. The ASEWU Student Organization Registration Form must be filled out, a Club Constitution completed and on file, and all other requirements of CSF membership must be performed before they may move to permanent status.
They may apply, through the CCS, for ASEWU Supplemental Funding if funds are available.

**Inactive/Suspended:** Clubs, which are currently inactive, either by choice or by the administration of sanctions by the CCS based on lack of interest or disciplinary action are placed on the Inactive list. Any club, which is declared inactive or suspended, will see whatever funding is left in their budget frozen, until an appeal for reinstatement can be made to the CSF Council or ASEWU Superior Court, if needed. The CCS may declare any club inactive based on low turnout or failure to complete the requirements of CSF membership.

**Forfeits**
The CCS may put any club team causing forfeiture of any contest or scheduled practice, on probation. If a second violation occurs, the club may be moved to inactive or suspended status until further notice. Any club which reserves any facility, either on or off campus, for practice or meeting purposes and fails to show up for their scheduled time without adequate warning, will also be subject to probation by the CCS.

**Postponements and Rescheduling**
- The CCS in conjunction with the clubs will determine any postponements or cancellations due to weather conditions or other factor.
- The club representative, in agreement with the CCS, as well as their opponent, will determine the rescheduling of any EWU CSF competition. Whenever possible, the club representative will give adequate warning to opponents as well as game officials, facility personnel, players and staff. It is the responsibility of the host team to arrange for officials of any make-up game.
- Safety will always be the primary factor when determining playability. If there is lightning in the area, games will be immediately halted until the weather cell passes out of the area or rescheduled for a later date.
- Any rescheduling of a cancelled or postponed practice, activity or game must be done with the approval of the CCS.

**Player Ejections/Suspensions**
- It is the responsibility of each club to inform the CCS or GA immediately of any player ejection during any club activity. An EWU Incident Form must be completed for each such incident within 24 hours whether the incident occurred at home or away, and must be turned in to the CCS immediately upon the teams return to campus. Any EWU club member ejected by game officials is not eligible for further competition until approved by the CSF Council. **Any club in violation of this policy will be subject to sanctions as well as potential movement to inactive/suspended status.** League affiliations as well as national organizations may have additional requirements for ejected/suspended players. It is the responsibility of each club to know and follow the rules & regulations of their affiliated organizations.
- Any player/coach ejected for a 2nd time in one season during any club activity, shall be declared suspended from all further club activities and may not participate until the suspension is lifted by the CCS.
- All suspensions are permanent unless lifted by the CCS, the ASEWU Superior Court, or the Office of Student Rights & Responsibilities.
Equipment: Inventory and Control
All equipment purchased via ASEWU funds for use by any CSF organization will be the responsibility of each club to maintain and monitor. All university owned equipment will be checked out to club members by the CCS with proper documentation accompanying the transaction. Any club member wishing to check out equipment must present their Eagle Card at the time of checkout. All equipment will be accounted for at the completion of each club’s season of competition at a date determined by the CCS. **Each club is required to turn in a complete inventory of all equipment at that time.** All club members having EWU equipment checked out to them are required to return it by the specified date or they will be charged for replacing it at the replacement cost, not the value of the item. It is the responsibility of all CSF officers to immediately report any equipment missing, lost or stolen to the CCS. All purchases must be properly marked and inventoried by the CCS, prior to use, showing it to be the property of EWU. Any outdated, non-usable or surplus property will be disposed of under established EWU policy.

Laundry
It is the responsibility of each club to determine how their articles of clothing are to be laundered. Any items in need of repair or replacement must be brought to the attention of the CCS or GA for further consideration. Items belonging to EWU or any club may be laundered, under the supervision of the CCS, in the Phase II Equipment Room. These items must be brought in to the I.M. Office in PEA 120 for laundering after making arrangements with the CCS for laundering and pickup. Any club member wishing to do their own laundry of university owned equipment or uniforms, and damages that item, will be held responsible for its’ repair or replacement, as determined by the CCS or GA.

Facilities Scheduling
All facility requests for club practices and on-campus competitions must be turned in to the CCS at least two weeks in advance of the dates requested. Written requests will then be sent to the SRC for approval. Any other club activities that require campus facilities such as fundraising events, club meetings, promotional activities or any other event must be turned in to both the Student Activities Office in Pence Union Building (PUB) Room 320 (359-4711) as well as CSF office. **Any requested use of City of Cheney parks and facilities, Cheney School District facilities, or any other off-campus facility must be made first to the CCS.** Whenever using on or off-campus facilities, it is critical that they be taken care of and used in a proper manner, that they are left in the same or better condition than when we got there, and that all necessary paperwork is turned in to the proper authorities.

Field and Court Set-Up
Only currently registered EWU students, faculty and staff may utilize EWU facilities for organized club practices, games or activities. All facility requests must be made in writing, at least two weeks in advance, in order to receive consideration. Fields/Courts will be set up only after receiving approval from the SRC Office or EWU Event Planning. Any field painting requests must be turned in to the CCS, who will then coordinate with the individual club to paint the fields. Fields will be painted weekly, or whenever possible, with only approved field paint used. All facilities will be used in accordance with established SRC policies.
Officials
All EWU CSF organizations are required to obtain officials from the local officials association, whenever possible. Club Treasurers must fill out a “Memorandum of Agreement” which designates all items regarding the securing of services from local associations. This “Memorandum of Agreement” should be completed in advance of the season opener as it can take up to 2 months for payment to be secured. The form is available on the Club Sports website. Participants must remember that the burden for clean and competitive play rests entirely with the players. CSF officers should bring any concerns about officials to the attention of the CCS for further action. Officiating is a difficult job and we ask that all club members be supportive of all officials. If you see an official make a mistake or handle a situation improperly, please wait to discuss it with them until such time as the team captain or representative may discuss the matter in confidence. Any club member showing disrespect towards any official will be brought to the attention of the CSF Council.

Acknowledgment of Risk Statement
The following statement is included on all CSF roster forms:
I acknowledge that my participation in the Eastern Washington University (EWU) Intramural (IMS) and Club Sport Federation (CSF) Program is voluntary. I am not required to participate and should not participate unless I am properly trained and medically able. I am familiar with the activity and know that during this activity, hazards may occur and may result in minor or serious injury, property damage and even death. In consideration of my right to participate in IMS and CSF activities, I assume all risks of the activity. I recognize and acknowledge that EWU does not provide any medical and/or hospital insurance of any kind that will cover me while I am participating in any EWU IMS or CSF activity. EWU strongly recommends that I provide my own insurance coverage in case of any injury or damage sustained or caused resulting from my participation in any EWU IMS or CSF sponsored activities or travel. I hereby waive and release EWU, the State of Washington, its employees, officers and successors from all claims and liabilities of any kind arising out of my participation in and travel to or from IMS & CSF activities. This shall also serve as a release, waiver & assumption of risk for all my heirs, executor, and administrators and for all members of my family.

Insurance
EWU does not provide medical, hospital, catastrophic injury or any other type of insurance designed to cover CSF activities. It is each participant’s responsibility to provide personal medical & dental insurance, either through an outside agency or through the EWU Health, Wellness & Prevention Services Office. Those that take part in activities without maintaining a proper coverage on themselves, or others they may injure or do any type of damage to, are solely responsible for the costs associated with those items. The EWU CSF program strongly recommends all participants provide a complete and comprehensive policy that will cover any and all potential problems.

Game First Aid Responsibilities
All CSF organizations are responsible to purchase and maintain a complete Medical First Aid Kit that is present at all practices and contests involving the club. The CSF program, or Eastern Washington University will not assume responsibility for any injuries incurred while participating in any club sport, event, or activity. A Student First Aid Attendant (FAA) from the EWU IMS program may be assigned upon request to represent EWU at any home contest, as directed by the CCS. All costs associated with the FAA’s employment are the
responsibility of the club. If the club wishes to provide their own FAA, they must provide a person for all activities with current Red Cross Advanced First Aid/CPR/AED Certification or similar certification approved by the CCS. If the person responsible for administering first aid determines that a player is in danger of further injury, or of injuring another player, they will inform the coach or player in charge that the injured player is not permitted to further participate. Once designated as not-eligible-to-perform by the FAA, that player may not take part again until the FAA declares them fit to participate. All accident/injury/property damage sustained during any CSF activity must be followed up with an EWU Incident Form immediately after the incident. It is the responsibility of the club officer in charge of the activity to inform the CCS immediately after the incident and fill out an EWU Incident Report Form within 24 hours of the incident when at home, and immediately upon returning to campus, if it happens while away from home.

Concussions
A concussion is a type of traumatic brain injury that is caused by a blow to the head or body, a fall, or another injury that jars or shakes the brain inside the skull. Although there may be cuts or bruises on the head or face, there may be no other visible signs of a brain injury. You don't have to pass out (lose consciousness) to have a concussion. Some people will have obvious symptoms of a concussion, such as passing out or forgetting what happened right before the injury. But other people won't. With rest, most people fully recover from a concussion. Some people recover within a few hours. Other people take a few weeks to recover.

In rare cases concussions cause more serious problems. Repeated concussions or a severe concussion may require surgery or lead to long-lasting problems with movement, learning, or speaking. Because of the small chance of permanent brain problems, it is important to contact a doctor if you or someone you know has symptoms of a concussion.

The summary items for a concussion are:
1) Student athlete is immediately removed from play
2) The FAA will provide sideline assessment following SCAT guidelines
3) An athlete that looses consciousness or whose condition worsens will immediately be transported to a nearby hospital/clinic by car/ambulance
4) An athlete who is conscious but has exhibited signs and/or symptoms of a concussion is to be referred to a nearby hospital/clinic
5) At no point should a student who has shown signs of a concussion drive a motor vehicle or be left alone for a long period of time

Detailed points for concussion management and assessment include the following:
- An athlete suspected of sustaining a concussion will immediately be removed from play. The FAA will provide sideline assessment following the SCAT guidelines.
- A student athlete suspected of having a concussion is not permitted to return to play on the day of the injury.
- The following situations indicate a medical emergency and require immediate activation of the EWU Club Sports Emergency Response Plan:
  - Any student athlete with a witnessed loss of consciousness of any duration
  - Any athlete who has symptoms of a concussion, and who is not stable (i.e. condition is worsening)
  - Any student athlete who exhibits any of the following symptoms:
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- Deterioration of neurological function: headaches that worsen, seizures, focal neurologic signs, looks very drowsy or can’t be awakened, repeated vomiting, slurred speech, can’t recognize people or places, increasing confusion or irritability, weakness or numbness in arms or legs, neck pain, unusual behavior change, significant irritability, any loss of consciousness greater than 30 seconds or longer
- Decreasing level of consciousness
- Decrease or irregular respirations
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
- Seizure activity

*An athlete who is conscious but has exhibited signs and/or symptoms of a concussion is to be referred to a nearby hospital/clinic immediately for evaluation.
*Any sport club athlete who sustains a suspected concussion at practice or competition away from EWU will be treated according to the emergency protocol on site.

**Post Concussion treatment plan:**
1) Return to play is a medical decision that must be made by a physician
2) Athletes MAY NOT return to practice or competition without the written consent of a concussion specialist or other physician
3) The Sport Club President must ensure that the athlete does not return to play until the date specified by the physician
4) A follow up ImPACT test will be given post concussion

**Return to play is a medical decision that must be made by a concussion specialist or other physician. A student athlete MAY NOT return to practice or competition without the written consent of a concussion specialist or other physician.**

**Accident/Injury Procedures**

*When deciding whether or not to activate EMS service, always act on the side of caution - if in doubt, call 911!*

1) All participants are deemed responsible for reading and understanding the “Acknowledgment of Risk” statement that is on all CSF Roster/Waiver Forms.
2) All accidents and injuries that occur during any CSF activity will be handled according to procedures as follows:
   A) The First Aid Attendant (FAA) or first aid person in charge will assess the situation to make sure that it is safe before treating the injured person.
   B) All play will stop until the injured party may be moved safely or treated at a safe distance from the activity.
   C) The FAA or person in charge will evaluate the injury and apply whatever techniques are necessary or get proper professional help to treat the injury without further injuring the person. The FAA or person in charge will inform the coach or club officers of any person whose injury, either current or previous, should prevent that person from playing so they do not further injure themselves or any other participant. If so designated, the injured player may
not re-enter competition until given approval by authorized medical authorities.

D) If necessary to have the injured person seek additional medical care, proper procedures must be followed.
   a. When activating the EMS System, appropriate transportation must be provided to any injured person. At no time should anyone’s personal vehicle be used to transport an injured person, an injured person be allowed to transport themselves, unless no other emergency vehicle is available. A club representative must accompany and stay with the injured person until proper medical and custodial care is provided.
   b. **At no time during this process shall the injured party be left alone.**
   c. Emergency phone numbers will be given to the person accompanying the injured party so they may contact the emergency contact listed for the player. The club representative must remain with the injured person until their emergency contact arrives and gives them permission to leave.
   d. The CCS must be informed of any situation requiring medical treatment immediately after the accident. Also, if the club’s Advisor did not attend the activity, they too shall be informed at the earliest convenient moment as to the situation and extent of injuries.
   e. The club officer in charge must carry with them the list of campus and emergency phone numbers and contact the CCS as soon as time allows. Any time an EWU CSF member is treated at a medical clinic or hospital, the CCS must be also contacted via phone before the injured person is released.

E) All accident/injury/property damage sustained during any CSF activity must be followed up with an EWU Incident Form immediately after the incident. It is the responsibility of the club officer in charge of the activity to inform the CCS immediately after the incident and fill out an EWU Incident Report Form within 24 hours of the incident when at home, and immediately upon returning to campus, if it happens while away from home. The CCS will be responsible for forwarding all Incident Reports on to the Office of Environmental Health & Safety.

**Travel Procedures**

A) All travel paperwork must be collected and present with the travel group leader with a copy provided to the CCS prior to leaving on the trip with NO EXCEPTIONS! A copy of the form must be kept with the group leader so they will have access to all emergency phone numbers. Clubs are responsible for filling out the EWU CSF Travel Information Sheet for each trip. Copies of that form may be picked up in the CSF Office or online at the CSF website. Please include a complete trip itinerary whenever possible.

B) All over night travel will require an EWU faculty/staff or pre-approved person in a chaperone role.

C) For all EWU Club Sports trips, the traveling party must take a first aid kit, and have access to a cell phone, to be used for all injuries or emergency situations.

D) When scheduling or reserving EWU Motorpool and Campus Recreation busses, all EWU Policies & WA State laws will be followed as they pertain to the proper use of vehicles.
E) All clubs using EWU vehicles will be required to have all potential drivers attend and pass the “Driver Training Safety Course” provided by the EWU Motor Pool. All persons attending this course must hold valid Drivers Licenses and should be selected by the club officers. At no time will any person other than those holding approval certification from the “Van Driver’s Safety Course” be allowed to drive any EWU passenger van while a member. Any club in violation of this policy will be suspended from further travel.

F) Alcoholic beverages and illegal drugs of any kind, will not be permitted while any CSF team or club member is on the road (Marijuana, though a legal drug in the State of Washington, is not allowed on any club trip). This includes any time spent at hotels, on the road, or any other site used by the club. Violators are subject to any and all penalties as assessed by University policies, as well as prescribed by the EWU Student Conduct Code.

G) In the case of any injury, property damage or accident while traveling as an CSF organization, the club member in charge of that trip (usually the Club President or another elected officer) will be required to turn in an EWU Incident Report immediately upon their return from the trip.

H) If an accident should occur while on the trip where there are injuries sustained, vehicle damage or the club is left without transportation, and the club member in charge of the group will be responsible for the following:

1) Contact local authorities, including EMS if injuries are involved. Follow all procedures as prescribed by the local authorities. *Make no statements to any person other than law enforcement personnel.*

2) As soon as possible, call the Cheney Police Dispatch Center @ (509) 535-9233 and complete the following tasks:

   a) Identify yourself as an EWU CSF organization and ask that they connect you with EWU Campus Police.

   b) Inform the EWU Campus Police as to the nature of the accident/injury and the names of any person involved or injured.

   c) Let them know where you are and give a phone number as to where you can be reached by the EWU Campus Police.

   d) If the problem is mechanical in nature, contact the EWU Motorpool at (509) 359-2483 or after 5pm call (509) 359-6460 or 990-8740

   e) Contact the CCS, Mike Campitelli, @ (509) 359-4836 (Office) or (509) 990-4746 (Home).

**Van Driving Safety Procedures**

1) All persons driving an EWU vehicle must possess a valid Driver’s License and documentation that they have taken and passed the van driving safety course offered by Eastern Washington University.

2) Operating an EWU vehicle between the hours of 11:00pm and 4:00am is prohibited.

3) For every four hours of driving, drivers must take a minimum of a 20-minute break before getting behind the wheel again.

4) No driver may drive for more than 8 hours in any one 24-hour period.
5) Each vehicle must contain at least two persons meeting the requirements listed above for driving EWU vehicles.

6) All persons riding in the vehicle are required by law to have their seatbelts fastened whenever the vehicle is in motion.

7) Each vehicle should designate a club member as a navigator. This person will sit in the front passenger seat and will remain awake at all times. They should keep the driver alert and watch for signs of drowsiness.

8) Drivers must not exceed posted speed limits and obey all rules of traffic while remembering to drive only as fast as conditions dictate.

9) Drivers are responsible for reading and maintaining the information packet provided by the EWU Motorpool regarding accidents and vehicle emergency procedures prior to the trip.

Service and Activity Fee (S&A) Budget Procedures
The CSF Budget process begins as Budget Request Forms are distributed to each CSF organization. It is the responsibility of each club’s elected officers to participate in the budget process and the elected Club Treasurer’s duty to meet with their CCS for guidance in this important task. Items such as equipment needs, uniforms, travel expenses, office supplies, printing costs, and first aid supplies are all to be included in the budget request. It is advisable to request some dollars for a contingency or miscellaneous fund so that any unforeseen needs may be met. For all information on the S&A Fee Budget process, please contact the CCS for further help.

CSF Funding Criteria Guidelines
The CSF Council considers many different criteria when determining the amount of funding a club may be awarded. Criteria may be added to this list as items become relevant. Club officers would be wise to follow these guidelines when planning all fundraising activities for their club.

- Club History – Total membership, program growth, current membership, history of the club
- Campus Involvement – Do they participate in things like Homecoming activities, Mr./Ms. Eastern, PUB tables, Clubs and Orgs Fairs etc.?
- Fundraising – The higher the total, the more the club will be considered for. Increasing club dues, raising additional funding or picking up corporate sponsorships are good ways to position your club for top consideration.
- Community Involvement – Do they seek an off-campus exposure for their club? Are they participating in activities in the Cheney community that promote their club as well as EWU?
- Collaboration with other groups on campus is a great way to show the S&A Fee Committee your club is trying to utilize its funding in the best possible manner.
- Fulfillment of all CSF requirements - Is paperwork completed on time and in proper order (budget paperwork, travel forms, fundraising forms, Event Registration forms), are elections held on time, is the club using Orgsync to register events and participants, etc.
- Attendance at Required meetings – Are they attending Clubs & Organizations meetings, CSF Officers Meetings, etc.?
- Are they turning in game and practice facility requests on time and in advance?
- Are they maintaining a current and user-friendly website promoting their club?
- Maintain all membership and inventory records. Does the club actively seek, on an ongoing basis, new member recruitment?

- To receive any funds from the committee, you must complete at least 1 community service project and have it verified on Orgsync.

**Purchasing Procedures**

Upon approval of funding from the CCS, the Student Life Accounting Office, located in Showalter 125, will let each club that is granted an S&A Fee Budget know when it has approval to spend club funds. Once notification is given from the CCS, follow the following process before purchasing:

1) Secure the approval of the CCS prior to making any purchase to assure that funds are available and the requested purchase is appropriate. **Deficit spending will not be allowed at any time!**
2) Each Club Treasurer will be responsible for all purchase of club materials.
3) All purchases must be accomplished through established EWU Purchasing procedures.
   a) Regular purchase requests to the Student Life Accountant/CCS must be made at least two weeks prior to ordering of equipment. If the request involves any travel expenses, the requested advance notice is 4 weeks. **No exceptions will be made to this rule!**
   b) Determine what equipment is to be purchased. Include all pertinent information on the item such as preferred vendors, cost, size, unit, color, quantity, etc.
   c) Do not, under any circumstances, make purchase promises or have items delivered to any vendor prior to receiving approval.
   d) Out-of-pocket purchases will not be reimbursed through ASEWU budgets under any circumstances.
   f) **Turn in all receipts to the student life accountants!**

**Fundraising**

All CSF fundraising must be coordinated between the CCS, the club officers, and the Office of Student Involvement and Leadership guidelines for ASEWU Clubs/Organizations fundraising. An EWU Event Registration Form and a Fundraising Request must be completed and filed in the Clubs & Organizations Office prior to the event/activity being held. All funds raised on behalf of any CSF organization will be deposited into that club’s Club Funded account at the EWU Bookstore Customer Service Desk. All deposits must include a Club Funded Deposit slip, available at the Bookstore Customer Service Desk, filled out completely including all information on the source of the funds being deposited. Each club’s elected Treasurer is responsible for keeping proper receipts for all account transactions.

**Corporate Sponsorship of CSF Teams**

The CCS, prior to acceptance of any outside funds, must approve all corporate sponsorships, in which funds are provided in exchange for sponsorship rights. Issues concerning sponsor appropriateness, legality and conflict with any exclusivity contracts the university may already have, will be taken into consideration. All sponsorships must be coordinated with the EWU Foundations guidelines for “cold calls”. Any agreement to attach sponsor logos to
equipment owned by EWU must also be approved prior to affixing to any garment or equipment.

**CSF Discipline**

All Eastern Washington University Club Sport Federation (CSF) members assume a duty to conduct themselves and their Club Sport organization in a manner compatible with the University’s purpose as an educational institution. CSF members are expected to act in a mature and responsible manner both on and off-campus, when participating in club-related activities. When involved in off-campus events or when traveling, each club continues to represent Eastern Washington University. Any report on/off campus that reflects negatively upon the University will result in disciplinary action. Further, all clubs must comply with the rules and regulations set forth by the EWU Student Conduct Code, the Office of Student Activities, the Office of Student Rights and Responsibilities, the Club Sport Federation Handbook, and any other governing organization.

**Overview of the Discipline Process**

The Club Sport Federation Committee (CSFC) will conduct a meeting should a club, its members and/or coach/volunteer be found in violation of, or non-compliance with, a policy outlined in this disciplinary document. Discipline and sanctions will be implemented in accordance to the processes outlined in this document. Individuals representing CSF clubs whose behaviors also violate the EWU Student Conduct Code will be subject to discipline through the Office of Student Rights and Responsibilities.

**Infractions**

Based on charges and evidence against the club or club member(s), the Coordinator of Club Sports (CCS) shall immediately inform the club that they are in violation of the Club Sports Disciplinary Guidelines and are subject to disciplinary procedures as follows:

**Minor Infractions include, but are not limited to:**

<table>
<thead>
<tr>
<th>Infraction</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
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</thead>
<tbody>
<tr>
<td>Failure to turn in Club Budget Submissions by deadline</td>
<td>The club will receive a written warning from the CCS. Possible probation until the situation is resolved. Probationary periods consist of a timeframe that a club is given to redeem themselves of any misconduct.</td>
<td>The club will receive a 2nd written warning, a temporary denial of funds/practices/travel until they meet with the Coordinator of Club Sports; possible extension of probationary period.</td>
<td>The CSFC will meet to discuss punishment, which can include but is not limited to the minor infraction becoming an intermediate infraction, extended probation and the temporary denial of funds/practices/travel.</td>
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<tr>
<td>Failure to submit Roster Form by deadline</td>
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<tr>
<td>Failure to turn in Game Schedule Requests by deadline</td>
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<tr>
<td>Failure to turn in Registration/Constitution by deadline</td>
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<td>Failure to get approval on flyers/promotional materials</td>
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<tr>
<td>Failure to notify Coordinator of Club Sports of any cancelation of game/practice</td>
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<td>Failure to turn in Practice Schedule Request by deadline</td>
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<td>Failure to turn in Travel forms 1 week (in state) or 2 weeks (out of state) before departure</td>
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<td>Player ejection from competition</td>
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**Intermediate Infractions include, but are not limited to:**

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| Failure to get approval on fundraising event(s) | Failure to submit Travel Authorizations before departure |
| Improper use of EWU logos | Failure to have club officer or a delegate attend Club Sport or Clubs and Orgs meetings |
| Failure to get approval on apparel | Failure to get approval on donor/sponsor solicitations |
| Failure to fill out event registration forms | Failure to turn in Injury Report within 24 hours (or return to campus) |
| Hosting Club Sport events without proper officials | Hosting Club Sport events without proper notification |

**First Offense:** The club will receive a written/oral warning and club functions will cease until the club meets with the CCS. The clubs may receive an extension of any current probation, forfeiture of games, loss of practice, temporary denial of funds and travel.  
**Second Offense:** The clubs may receive an extension of any current probation (up to 6 months), forfeiture of games, loss of practice, temporary denial of funds and travel.  
**Third Offense:** The CSFC will meet to discuss punishment, which can include but is not limited to the intermediate infraction becoming a major infraction, extended probation, forfeiture of games, loss of practice, temporary denial of funds and travel and possible loss or suspension of CSF status.

**Major Infractions include but are not limited to:**

| Improper use of team funds | Incidents involving law enforcement |
| Participating in competition/practice while on suspension | Incidents involving intoxication/drugs |
| Hazing* check University policies | Incidents of fighting |
| Failure to notify Coordinator of Club Sports of medical emergency at practice/competition | Forgery on any Sport Clubs forms |
| Unapproved Driver. Driver does not have current drivers license or is operating on a suspended license or not approved by Motor Pool | *Ineligible student/person representing a team in any Club Sport competition/practice |
| Improper use of University vehicles | |

*Ineligible Player/Student/Person: Required forms not turned in (Liability, Medical, Travel), not a current EWU student, persons deemed ineligible by governing organization, or not on official team roster.

For all Major Infractions, the CSFC with recommendations from the CCS will determine a disciplinary course of action. This group will determine an appropriate course of action and the club(s) involved will be subject to all sanctions brought forth by the CSFC, which may include, but is not limited to: loss of S&A Fee allocations, temporary suspension of CSF status, loss of CSF status.

**Hearing Procedures**

All Minor and Intermediate hearings will be scheduled with the club within a week of the Sport CSFC learning of the infraction(s), which allows the accused to represent themselves. The CSFC will use the established Club Sport Disciplinary Guidelines to assist in determining a sanction. The CSFC with recommended disciplinary actions will report all Major Infractions, the club(s) involved directly to the Office of Student Right and Responsibilities. If warranted, the Dean of Students may become involved.
Appeals
The CCS will handle all disciplinary action of the individual club or its members as deemed necessary. Individuals or clubs wishing to appeal the CCS decision regarding disciplinary action can appeal that decision in writing to the CCS. The appeal must clearly state the reasons for the appeal and the circumstances related to the situation causing the disciplinary action. This must be done within the timeframe listed below for each instance. The CSFC, as well as the CCS will review the information presented and schedule a hearing date. All Minor and Intermediate Appeals must be submitted in writing to the CSF Council within 5 business days of the decision. The written appeal should include the purpose of the appeal, the desired outcome, and any supporting evidence or documents. If the CSF Council denies the appeal, the appealing club has the right to present their appeal to the ASEWU Superior Court within 2 business days. If the ASEWU Superior Court rejects the appeal, the appealing group will have the chance to appeal to the ASEWU, the Office of Student Rights and Responsibilities, the Dean of Students office, and so on. All Major infraction appeals will be in compliance with the Office of Student Rights and Responsibilities and Dean of Students.

Club Sport Federation Council
SECTION 1: Purpose
The purpose of the EWU CSF is to promote student participation in a variety of physical and athletic activities, provide students with an opportunity for involvement, as well as help develop leadership skills and provide individuals with the chance to develop a skill level commensurate with their level of interest in a particular sport.

SECTION 2: Definition
The Club Sports Federation Council (CSFC) will be the governing body of the CSF. A club sport is defined as an officially recognized student organization that exists to promote and develop interest in a particular sport or physical activity. A club sport may be instructional, recreational or competitive, based on the desire of its members. Participation in a club sport is strictly voluntary and persons of all skill levels will be encouraged to join.

SECTION 3: Recognition
Any club that fits the above definition of a club sport as well as fulfills ASEWU bylaw 401 for club recognition may be eligible to join the Club Sport Federation. The CCS, the Director of Campus Recreation Programs, and the Advisor for Campus Programs will determine which clubs qualify for CSF recognition.

SECTION 4: Membership
The voting membership of the CSFC shall consist of:

A. 5 voting members from among any active member of any CSF group voted on by all active club sport groups. No more than 1 member from any recognized club will be selected.
B. The ASEWU Council representative (Athletic Affairs and University Advancement),
C. The ASEWU Executive VP or designee,
D. The Coordinator of Club Sports or designee and,
E. Two students at large

The non-voting membership of the CSFC shall consist of:
A. The Director of Campus Recreation Programs
SECTION 5: Chairperson
The chairperson of the CSFC shall be the ASEWU Executive VP. The CSFC chairperson shall be responsible for:
   A. Assuring that all records are being accurately kept.
   B. Representing the CSFC at all ASEWU functions.
   C. Reporting, on a quarterly basis to the ASEWU Council, (excluding summer quarter) a summary of all activity.
   D. Running all meetings with Parliamentary Procedures.

SECTION 6: Responsibilities of the CSFC
The CSFC’s responsibilities include, but are not limited to:
   A. Serving as the advisory board for all club sports.
   B. Representing all clubs established in the CSF when dealing with matters pertinent to the ASEWU.
   C. Review disciplinary actions assigned to sport clubs by the CCS.
   D. Make recommendations to the CCS on program issues.
   E. Review annual budget requests from each sport club for the following year and provide the Services and Activities Fee Committee the recommendation for the allocation of the CSF budget.
   F. Make recommendations to the CCS regarding allocation amounts for individual sport clubs.

SECTION 7: Voting
All votes and decisions made by the CSFC will require a simple majority of the voting members present. The chair of the CSFC will serve as the tie-breaking vote if necessary. All CSFC decisions may be appealed in order to the Director of Campus Recreation Programs, the Office of Student Rights and Responsibilities, or the ASEWU Council.

SECTION 8: Meetings
The CSFC shall meet at least once each quarter with additional quarterly meetings when processing budget requests or as needed. In addition, the CSFC shall meet whenever necessary to discuss disciplinary actions or appeals from any club sport organization.

SECTION 9: Funding
Funding to all club sports will follow the procedure below:
   A. All club sport teams applying for Services and Activities Fee dollars must submit a budget to the CSFC within the given timeframe.
   B. The CSFC shall review all budgets and provide their final budget recommendation to the Services and Activities Fee Committee at least one (1) week prior to the end of the ASEWU annual budgeting cycle.
   C. The Services and Activities Fee Committee will use the Services and Activities Fee Guidelines for Funding to review the recommendation made by the CSF and pass a final recommendation on to the Board of Trustees for final approval.
   D. After all allocations are final, the CSFC shall hold budget hearings to determine the recommended amount each individual club sport should receive. The CCS will decide all final allocations.
   E. Any appeals should see the appeals portion of section 7.
SECTION 10: Requirements of Membership

All club sports shall be required to do the following (except when excused by the CCS):

A. Attend all CSF meetings.
B. Present an oral report whenever requested by the CSFC.
C. Meet on a regular basis with the CCS to assess progress.
D. Assure that all requirements of membership are being completed as declared in the CSF handbook.
E. Submit to the CCS a quarterly schedule of competitions and practices.
F. Prepare and justify an annual budget request to the CSFC.

SECTION 11: Disciplinary Actions

Any club sport that fails to meet the guidelines set forth here, in CSF Handbook, or by the most current version of CSF Discipline Infractions will be subject to disciplinary actions assigned by the CCS in accordance with EWU student conduct code and ASEWU policies & guidelines. These actions can be appealed in order to the Director of Campus Recreation Programs, the Office of Student Rights and Responsibilities, or ASEWU Council.