



EASTERN WASHINGTON UNIVERSITY
CLUB SPORTS FEDERATION
HANDBOOK
2025-2026

Table of Contents

INTRODUCTION	5
INTRODUCTION	5
PROGRAM GOALS	5
CLUB ELIGIBILITY	5
CREATE A CLUB	5
CONSTITUTION	6
ROLES AND RESPONSIBILITIES	7
CLUB MEMBERSHIP	7
CAMPUS RECREATION LEADERSHIP & SUPPORT ROLES	7
DIRECTOR OF CAMPUS RECREATION PROGRAMS (DCR)	7
CLUB SPORTS COORDINATOR (CSC)	8
CLUB SPORTS STUDENT SUPERVISOR (CSSS)	8
CLUB SPORTS OPERATIONS ASSISTANTS (OA)	8
CLUB SPORTS FEDERATION COUNCIL (CSFC)	8
CLUB ROLES AND RESPONSIBILITIES	9
CLUB SPORTS OFFICERS	9
CLUB SPORTS MEMBERS	9
ADVISOR	9
COACH	10
OFFICIALS	10
CLUB SPORTS FEDERATION COUNCIL	11
PURPOSE	11
RECOGNITION	11
CSFC MEMBERSHIP	11
CHAIRPERSON DUTIES	11
RESPONSIBILITIES OF THE CSFC	11
VOTING	12
MEETINGS	12
FUNDING	12
MARKETING	13
PERSONALIZED CLUB LOGO	13
APPAREL	13
WEBSITE	13
SOCIAL MEDIA	13
PRINTING AND POSTING	14

EVENT SCHEDULING 15

EAGLESYNC.....	15
PRACTICE SCHEDULING	15
OFF-CAMPUS FACILITIES.....	15
ON-CAMPUS EVENTS/HOME COMPETITION.....	15
OFF CAMPUS EVENTS/AWAY COMPETITION	16
DRIVING PROCEDURES	17
STUDENTS MISSING CLASS.....	17
POSTPONEMENTS AND RESCHEDULING	17

EQUIPMENT, UNIFORMS, AND ON-CAMPUS FACILITIES 19

EQUIPMENT: INVENTORY AND CONTROL	19
LAUNDRY	19
EQUIPMENT SHEDS	19
FIELD AND COURT SET-UP	19

CLUB STATUS 21

CSF STANDING	21
CSF STATUS	22
COMPETITIVE	22
RECREATIONAL	22
NEW CLUB	22
INACTIVE/SUSPENDED	22

CLUB FINANCES 24

BUDGET REQUEST PROCESS	24
MINIMUM REQUIREMENTS FOR FUNDING ELIGIBILITY	24
CSF COUNCIL FUNDING CRITERIA.....	24
FUNDRAISING PROCEDURES	25
PURCHASING PROCEDURES.....	26
SUPPLEMENTAL BUDGET REQUESTS	27
TRAVEL PROCESS	27

DISCIPLINARY ACTION 28

CSF CONDUCT CODE	28
OVERVIEW OF THE DISCIPLINE PROCESS	28
HEARINGS	28
DISTINGUISHING STRIKES FROM INFRACTIONS.....	29
STRIKES (ADMINISTRATIVE NON-COMPLIANCE WITH MONETARY PENALTIES)	29
STREAMLINED INFRACTION POLICY	30

INFRACTION PROCESS	30
KEY DISTINCTIONS BETWEEN STRIKES & INFRACTIONS	31
APPEALS AND HEARING PROCEDURES FOR CLUB INFRACTIONS	31
APPEALS AND HEARING PROCEDURES FOR INFRACTIONS	31
PLAYER EJECTIONS/SUSPENSIONS	31
RISK MANAGEMENT POLICIES AND PROCEDURES	33
ACKNOWLEDGMENT OF RISK STATEMENT	33
INSURANCE	33
FIRST AID TRAINING	33
GAME FIRST AID RESPONSIBILITIES.....	33
CONCUSSION PROTOCOL.....	34
ACCIDENT/INJURY PROCEDURES.....	35
EMERGENCY CONTACTS.....	36

Introduction

Introduction

The **Eastern Washington University (EWU) Club Sport Federation (CSF)** will provide the EWU student 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. 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.

Program Goals

Through involvement in club sports activities, EWU students will:

- Learn new or improve existing sports skills.
- Develop skills in marketing, promotion, and recruitment.
- Develop and maintain a higher level of physical fitness.
- Grow team-oriented skills such as cohesion, practice management, accountability, trust, and respect.
- Grow leadership skills such as mentorship, collaboration, goal setting, and community engagement.
- Grow administrative skills such as event planning, budgeting, and risk management.
- develop and understand the importance of good sportsmanship and fair play.
- Build a lifelong connection to the university.

Club Eligibility

All clubs will be open to currently enrolled EWU students and may not discriminate or deny entrance into the club to any student based on race, age, religion, gender, ethnic group, or disability. Students under the age of 18 must receive written permission from their legal guardian before participation in club sports activities. It is the responsibility of the club to enforce membership policies. 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. This process is subject to regular review by the **Club Sport Coordinator (CSC)**.

Create a Club

When a group of students expresses a desire to form a new club or activate a currently inactive club, the group should adhere to the following procedures:

1. Schedule a meeting with the CSC to explain the purpose and goals of the club. The CSC will then explain relevant concerns and restrictions that may pertain to the proposed club.
2. [Register the club in EagleSync](#), include an approved constitution, staff or faculty advisor, and active list of at least 4 club officers.

3. Once the portal has been approved in EagleSync, the club should add all current members to the club's roster.
4. At that point, the club should begin registering all club activities, events, and processes in EagleSync.
5. Clubs will maintain their CSF status by meeting the requirements specified in this handbook.

Constitution

All CSF organizations must produce a club constitution, voted by its members, before it can be officially registered as a club by the **Club Sports Federation Council (CSFC)** and ASEWU. The club's constitution is not officially recognized until it has been uploaded and saved in the club's EagleSync portal.

Roles and Responsibilities

Club Membership

Any currently registered EWU student may join any CSF organization. Faculty or staff members may join as either the club advisor or coach. Clubs may have more rigorous (non-discriminatory) membership requirements based on criteria from their club constitution or sport associations. Here are the minimum membership eligibility criteria:

- All CSF activities are open to any currently enrolled EWU students. Non-students may occupy roles as *advisors or coaches* with approval from the **Club Sports Coordinator (CSC)**. Advisors and coaches who do not work for EWU must complete employment or volunteer paperwork provided by Human Resources. Involvement from any non-student requires prior approval from the CSC. Note: Certain national organizations or leagues affiliated with a CSF team may have special requirements in addition to those listed in this section.
- “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 should be added to the club’s roster in EagleSync.
- All club members should be added to the club’s roster in EagleSync within one month to establish the initial membership. Failure to register initial members within one month will result in a “strike” against the club. After “strike one” monetary discipline may take place (e.g \$50). The fine will double for every two weeks if the issue is not addressed.
- If the fines are continuously applied and paid for without resolution, clubs will be rendered as “on probation”.
- No person may participate in any EWU CSF activity until they have completed the Acknowledgement of Risk Form for the host club. These forms are available on EagleSync, under the host club’s portal.
- All club members must meet all the requirements of their respective club as stated in the club’s constitution, such as paying dues, attending practices/meetings, community service, etc.

Campus Recreation Leadership & Support Roles

The following are the positions within the Club Sports Federation and Campus Recreation that support and oversee club operations. These individuals serve as resources for clubs, help enforce policies, and ensure smooth functioning of the club sports program. Clubs are encouraged to maintain regular communication with CSF leadership and Campus Recreation staff for guidance, support, and accountability.

Director of Campus Recreation Programs (DCR)

- Responsible for ongoing leadership and oversight of all recreation programs and staff.
- Develops strategies and processes that contribute to the mission of Student Affairs and EWU.
- Accountable for the programs and the physical facilities used by recreation programs.
- Responsible and accountable for the analysis of fiscal and human resources required achieving departmental objectives.
- Represents EWU’s recreation programs to outside agencies and entities.

- Serves as final review and judgment of appeals for disciplinary action pertaining to club sports (this excludes disciplinary action that goes through the EWU Student Code of Conduct).

Club Sports Coordinator (CSC)

- Ensure safety by determining field playability, game cancellations, travel, and all other safety concerns of the program.
- Develop a balanced scheduling of club sport practice spaces.
- Manage, mentor, and facilitate the Sport Clubs Council monthly meetings.
- Consult and approve the expenditure recommendations of club officers.
- Approve fundraising, sponsorship, and community service initiatives.
- Conduct disciplinary actions and place teams on probation when needed.
- Ensure club sport records are accurately maintained.
- Supervise the preparation for club sports travel.

Club Sports Student Supervisor (CSSS)

- Provide leadership and support to the Club Sports Operations Assistants, helping to delegate tasks and ensure smooth daily operations.
- Take the lead on coordinating setup and breakdown for large events, travel logistics, and special projects.
- Support compliance tracking, documentation, and communication with club teams.
- Serve as the primary liaison between the Club Sports Coordinator and Operations Assistants.

Club Sports Operations Assistants (OA)

- Track and record attendance at club practices and events.
- Provide day-to-day support for club teams, answering questions and addressing operational needs.
- Assist club teams with EagleSync navigation and compliance.
- Maintain organization and cleanliness of club sports facilities and storage areas.

Club Sports Federation Council (CSFC)

- Members appointed by the Club Sports Coordinator each Fall.

- Represent and advocate for the Sport Club teams and membership.
- Attend monthly CSF Council meetings to provide feedback on policy changes.
- Provide judgment during appeals of any requests for appeal of the CSF disciplinary action process.
- Review annual club sport S&A budget requests and provide a recommendation for award amounts.
- Assist clubs with fundraising events and support philanthropy within club sports.

Club Roles and Responsibilities

Below are the positions and their respective duties within the Club Sports Federation. Club constitutions may include additional responsibilities. It is the club officer's responsibility to ensure that tasks and responsibilities are completed on time.

Club Sports Officers

- *Presidents, Vice-Presidents, *Treasurer, Travel Coordinator, etc.

*To ensure that all required duties are completed, the CSF requires that each club have an organizational structure. Each club must have a Club President and a Club Treasurer, and it is recommended that each club has a Travel/Event Coordinator. Club officers must be undergraduate or graduate students at Eastern Washington University. The duties listed below should be included and delegated among the officer roles defined in each club's constitution. The list below is not all-encompassing; clubs should include additional roles to meet their varying needs.

- Develop club bylaws.
- Develop and administer the club's budget, ensuring the club avoids overspending.
- Establish and collect club dues that are commensurate with anticipated club expenses.
- Define club officer duties within the club's constitution and hold officers accountable.
- Select coaches pending approval of the CSC.
- Represent the club at C&O meetings hosted by ASEWU and Club Sport Officer trainings hosted by CSF.
- **Register all club practices, meetings, and events held on and off campus on EagleSync.**
- Maintain accurate club rosters within EagleSync.
- Maintain accurate and complete record-keeping in EagleSync pertaining to club activities, risk management, and budgeting.
- Plan and coordinate club sport fundraisers, community service projects, recruitment, and social events.
- Plan and coordinate competitions, tournaments, clinics, and other club events.
- Meet with the CSC on a quarterly basis.

Club Sports Members

- Must be current EWU students

- Pay all dues on time as required by their respective club.
- Annually complete the Acknowledgment of Risk form located on EagleSync.
- Maintain an adequate level of personal health and fitness.
- Abide by the respective club's constitution.
- Must represent the core values of the university and Campus Recreation at home or on the road.

Advisor

If all other options are exhausted, the CSC may temporarily step in as an advisor. However, clubs are required to actively seek a permanent advisor to remain active.

Requirements

- Must be either a current staff or faculty at EWU, employed year-round >50% of the time.
- Graduate Assistants may be eligible to serve as an advisor with approval from the CSC.
- Clubs without an approved advisor will be placed on inactive status until an advisor is secured or approved by the CSC.

Responsibilities

- Provide advice and counsel in all matters pertaining to the administration of the club.
- Facilitate the year-to-year operations of the club.
- Review and advise throughout the annual budget request process.
- Support the coordination of club events, such as community service, fundraisers, & recruiting.
- Attend club activities and competitions when possible.

Coach

May be paid or unpaid, and may be students, staff, faculty, or community members*.

*Coaches do not have the authority of budgeting, event scheduling, social media access, fulfillment of CSF requirements, and may not represent the university beyond their typical coaching duties. Coaches may not call meetings with university officials or make decisions on behalf of the club. Club members and/or club advisors should be included in all correspondence between university staff and club coaches.

Coach Expectations

- Complete the necessary paperwork for their position.
- Uphold all policies and procedures within this handbook and the EWU Student Code of Conduct.
- Advise club members on policy changes and constitutional procedures.
- Prepare club practice agendas and game lineups.
- Provide proof of coaching certifications as required by leagues or governing bodies if necessary.
- Provide proof of CPR/First Aid certification.

Officials

All EWU CSF organizations are required to obtain officials from the local official's association, whenever possible. All officials must meet all applicable league qualifications and follow applicable league rules and guidelines. Officiating contracts must be completed prior to competition. If sanctioned officials are not available, intramural officials may be able to officiate, but this is not guaranteed. CSF officers should bring any concerns about officials to the attention of the CSC 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 private. Any club member showing disrespect towards any official will be brought to the attention of the CSC or the CSF Council and may face disciplinary action.

Club Sports Federation Council

Purpose

The **Club Sports Federation Council (CSFC)** is the student advisory board of the CSF. The CSFC is composed of current EWU students who are active members of a club sport. 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.

Recognition

Any club that fits the above definition of a club sport as well as fulfills ASEWU Bylaw 409 for club recognition may be eligible to join the Club Sport Federation. The CSC, the DCR, and the CSFC will determine which clubs qualify for CSF recognition.

CSFC Membership

The voting membership of the CSFC shall consist of:

- 3-7 members from among any active member of any CSF group selected by the CSC and CSSS. No more than 1 member from any recognized club will be selected.
- The Club Sports Student Supervisor
- The ASEWU Council representative (Student Activities)

The non-voting membership of the CSFC shall consist of:

- The Director of Campus Recreation Programs
- The Club Sports Coordinator or designee

Chairperson Duties

The chairperson of the CSFC shall be the ASEWU Student Activities Council Representative. The CSFC chairperson shall be responsible for:

- Assuring that all records are being accurately kept.
- Reporting on a quarterly basis to the ASEWU Council (excluding summer quarter) a summary of all activity.
- Running all meetings with Parliamentary Procedures.

Responsibilities of the CSFC

The CSFC's responsibilities include, but are not limited to:

- Serving as the advisory board for all club sport programs and issues.
- Representing all clubs established in the CSF when dealing with matters pertinent to the ASEWU.
- Review disciplinary actions assigned to clubs by the CSC.
- Make recommendations to the CSC on program issues.
- Review annual budget requests from each sports club for the following year and

provide the Services and Activities Fee Committee with a recommendation for the allocation of the CSF budget.

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. CSFC decisions may be appealed: individual appeals for handbook violations to the Director of Campus Recreation Programs; Club appeals for handbook violations to the ASEWU Superior Court; and violations of the EWU student code of conduct may be made through the appeals process stated in the student code of conduct.

Meetings

The CSFC shall meet at least once each month 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.

Funding

Funding to all club sports will follow the procedure below:

- All club sport teams applying for Services and Activities Fee dollars must submit a budget request to the CSFC by the deadline to be determined by the CSC. All budget requests will be submitted directly to the CSC.
- 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 annual ASEWU budgeting cycle.
- The Services and Activities Fee Committee will use the Services and Activities Fee Guidelines for Funding to review the recommendations made by the CSF and pass a final recommendation on to the Board of Trustees for final approval.
- After all allocations are final, the CSFC shall conduct a final budget review for each club requesting funding, hearing testimonials from club members if necessary. The final review will determine the award amount for each club.

Marketing

Personalized Club Logo

All such images must first go to the CSC before making any arrangement to print or reproduce the image. Any use of the EWU logo in any form must be approved by the CSC prior to its being used. At no time will the official EWU logo be adjusted, changed, or manipulated in any way. All such uses of the logo must also go through the EWU Marketing and Communications Office (MarCom) prior to use.

Apparel

Any apparel purchased by clubs from any campus account, including Club Funded Accounts, for the purpose of marketing, active wear, and/or fundraising must receive prior approval before going to print. If apparel (uniforms and special gear excluded) is purchased through S&A dollars, it must be purchased from a supplier approved by the CSC.

Website

Each sport is responsible for managing and maintaining their club's website. EagleSync provides each club with a public website that offers a lot of customization. Clubs are encouraged to establish, develop, and maintain the EagleSync-provided website as their primary website. There are several resources available for learning how to use the features built into this tool, and to maximize your club's web presence. Sports clubs take sole responsibility for funding, developing, and maintaining any additional websites. Clubs will be held responsible for all website content and must keep their information up to date.

Social Media

Clubs are responsible for any social media accounts they establish. Inappropriate content will receive immediate disciplinary action. Any content posted on a club owned social media page, or on a personal social media account, that portrays any club or its members in violation of CSF policies and procedures will be subject to disciplinary action.

Social Media Guidelines:

Posting Guidelines

- All media should align with the university's code of conduct and values.
- Content should be inclusive, respectful, and representative of the club's mission.
- Avoid sharing personal or sensitive information about team members without their consent.
- Encourage content that promotes sportsmanship, achievements, team culture, and upcoming events.

Approval Process

- Require a designated social media manager (team officer) to oversee posts.
- **Club coaches/advisors cannot run any social media account for the club.**

Comment Moderation

- Required to enable comment filters to automatically hide offensive language.
- Consider limiting who can comment (followers only, approval-based comments).
- Do not engage in arguments or fuel negativity.
- If comments violate platform policies (hate speech, threats), report and block users immediately.

Printing and Posting

The CSC will help streamline team photo requests and refer clubs to Campus Rec Marketing for flyer printing and other marketing needs. Any print materials used for marketing and promotion of club activities and events must receive prior approval from Campus Rec Marketing. Clubs can also reach out to the Club Sports Instagram for direct questions regarding the marketing team. All clubs must adhere to the [University Posting Policy](#) when preparing promotional posters.

Flyer Guidelines

- **ADA Accommodations:** Persons in need of accommodations should contact jporco@ewu.edu at least three days prior to the event.
- **EWU Logo Requirements:** The EWU logo must be in red and black or white. Approved logos can be found on the [university website](#). MarCom requires that the logo not be altered in any way, but additional design elements can be added around it.
- **Poster Approval:** All posters must be approved through the PUB Welcome Desk. For approval, contact pubadmin@ewu.edu.
- **Posting Duration & Limits:** Posters can be displayed for up to two weeks, with a maximum of three copies in the PUB building. Clubs may distribute 53 copies to Housing and place as many posters around campus as needed. If a poster is intended to remain beyond the two-week period, it must be renewed by the PUB every two weeks.

Event Scheduling

EagleSync

Eastern Washington University utilizes a management tool called EagleSync for all clubs' and organizations' activities, including budgeting, succession planning, website management, and event scheduling. Club officers should become intimately familiar with EagleSync as a tool for event scheduling. All club activities must be properly documented and approved through EagleSync, especially when addressing any issues that arise during the event request process. **Clubs should adopt the mantra of “if it is not in EagleSync, it did not happen”.** As described in the disciplinary action portion of this handbook, consequences may result from clubs participating in events that are not properly requested and approved through EagleSync.

Practice Scheduling

1. Club sports practice schedules are developed quarterly by the CSC and the Club Sports Officers, using input from each club about their preferred practice schedule. Each club must exercise flexibility and patience during the scheduling process as there are many clubs all often requesting similar times and days.
2. At least 2 weeks before the start of each quarter, the CSC will request practice schedule preferences to be submitted for consideration.
3. Final schedules must be submitted and entered by dead week of the prior quarter.
4. After the submission deadline, the CSC will prepare a fair and balanced practice schedule. Clubs who submit their request after the deadline will be given last priority for practice scheduling.
5. The final schedule will then be sent to all clubs, and each club must then register in EagleSync as an event request. Any changes to a club's practice schedule throughout the quarter must also be reported in EagleSync.
6. All practice schedules must receive approval from the CSC. Any clubs who schedule practice times without approval from the CSC may be subject to disciplinary action.

Off-Campus Facilities

1. Event requests, including practices, must be submitted to EagleSync at least 14 days prior to the event.
2. The CSC will then formally request the use of the requested facilities. Clubs may not engage in scheduling conversations with off-campus facilities without approval from the CSC.
3. After receiving confirmation that the schedule was approved by the CSC, the club is then permitted to use the facility as described in the facility usage agreement.
4. Events that require additional staffing or equipment to be provided will be paid for at the club's expense.
5. Clubs are expected to always leave facilities in better condition than when they arrived. These facilities belong to our community partners, and we are dependent on the availability of these facilities for future club activities.

On-Campus Events/Home Competition

1. Clubs may not request to host on-campus events during any EWU football home games.

2. Submit the event request to EagleSync, including all details of the event.
 - a. Names of competing teams, participants, etc.
 - b. Event itinerary
 - c. Any requested resources
 - d. Need for any additional staffing, officials, etc.
 - e. Risk management concerns
3. Regularly check the event requests in EagleSync and respond to any requests for more information.
4. Once approved by the CSC, the club is permitted to conduct the event as described in the approved event request.

Off Campus Events/Away Competition

1. All off-campus events must be registered and approved in EagleSync at least 14 days before the event. **Events are not final until approved by the CSC.**
2. All off-campus travel requires contact information for a travel coordinator to be submitted with the event registration on EagleSync. The travel coordinator must be an active club member who is attending the entire event and will have access to a mobile phone throughout the entire trip. The travel coordinator must also be in possession of a first aid kit throughout the entire trip.
3. Travel will not be allowed until the itinerary and roster, including emergency contact information for every member, is submitted to the CSC.
4. When reserving vehicles for off-campus travel, all EWU Policies & WA State Laws will be followed as they pertain to the proper use of vehicles. The priority for reserving vehicles for off-campus travel is as follows: rental vehicle, charter bus, and personal vehicle. Only once all other transportation options have been exhausted may clubs be permitted to travel using personal vehicles, with permission from the CSC. Vehicle reservation requests should be included with the event registration in EagleSync.
5. ***Alcoholic beverages and illegal drugs of any kind will not be permitted while any CSF club 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.
6. In the case of any injury, property damage or accident while traveling as a CSF organization, the travel coordinator (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.
7. If an accident occurs while on the trip where there are injuries sustained, vehicle damage, or the club is left without transportation, the travel coordinator will be responsible for the following:
 - a. 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.***
 - b. As soon as possible, call the EWU Campus Police @ (509) 359-7676 and complete the following tasks:
 - i. Identify yourself as an EWU CSF organization.
 - ii. Inform the EWU Campus Police as to the nature of the accident/injury and the names of any person(s) involved or injured.

- iii. Let them know where you are and give a phone number as to where you can be reached.
- c. Contact the CSC @ (509) 359-4013 (Office).

Driving Procedures

- All club members that drive must complete EWU Driver Training & Certification during club-sanctioned travel and submit the Club Sports Personal Vehicles Form if applicable.
- Travel may be denied with personal vehicles due to distance traveled, inclement weather conditions, or traveling over mountain passes in the winter.
- If club members are driving, they will not be allowed to drive if they compete on the day of return travel. (Exceptions may be made based on the activity).
- Operating any vehicle between the hours of 11:00 pm and 4:00 am is prohibited unless built into the itinerary approved by CSC.
- For every three hours of driving, drivers must switch with the alternate driver.
- No driver may drive for more than 8 hours in any one 24-hour period.
- All vehicles must have at least two qualified and approved drivers in each vehicle during travel.
- All people riding in the vehicle are required by law to have their seatbelts fastened whenever the vehicle is in motion.
- **Each vehicle should designate a club member as a co-pilot. 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.**
- Drivers must not exceed posted speed limits and obey all traffic rules while remembering to drive only as fast as conditions dictate.
- All **physical itemized** receipts must be turned in to the CSC with the vehicle packet at the end of the trip.

Students Missing Class

When requested in advance, the CSC can write letters to professors on behalf of traveling CSF participants. Such requests must be made by submitting an "Excuse Letter Request" at least one month prior to travel. Know that the Sport Clubs program does not have the ability to excuse students from classes or exams. Letters written on behalf of any CSF participant are only a verification of attendance of an official CSF program. Students remain responsible for all missed class assignments, projects, and exams due to participation in club sports activities.

Postponements and Rescheduling

- The CSC, in conjunction with the clubs, will determine any postponements or cancellations due to weather conditions or other factors. In many leagues, the game officials will also have responsibility for determining a cancellation due to weather/field conditions.
- The club representative, in agreement with the CSC, and 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 the contest can be rescheduled for a later date.
- Any rescheduling of a canceled or postponed practice, activity or game must be done with the approval of the CSC.

Equipment, Uniforms, and On-Campus Facilities

Equipment: Inventory and Control

All equipment purchased via S&A 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 CSC or OAs 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 CSC. Each club is required to turn in a complete inventory of all equipment upon request from the CSC or OAs. All club members having EWU equipment checked out to them are required to return it by the specified date in acceptable condition or they will be charged for replacing it at the replacement cost. It is the responsibility of all CSF officers to immediately report any missing, lost, or stolen equipment to the CSC. All purchases must be properly marked and inventoried by the CSC or OAs, prior to use, showing it to be the property of EWU. Any outdated, unusable, or surplus property will be disposed of under the 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 CSC or OAs for further consideration. Items belonging to EWU or any club may be laundered under the supervision of the CSC or OAs in the Phase II Equipment Room. These items must be brought into the I.M. Office in PEA 120 for laundering after making arrangements with the CSC or OAs for laundering and pickup. Any club member wishing to do their own laundry of university-owned equipment or uniforms and damage that item will be held responsible for its repair or replacement, as determined by the CSC or OAs.

Equipment Sheds

Any CSF group with equipment in one of the I.M. sheds must have their president check out a shed key from the CSC. The key holder will be responsible for access to the shed and should not ever release the key to anyone else. Any lost keys will result in a \$150 fine to the club that lost the key. Clubs are responsible for keeping their side of the shed clean and organized with no trash or unusable items left in the sheds.

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 submitted and approved via EagleSync at least 48 hours prior to the event to receive consideration. Fields/Courts will be set up only after receiving approval from the CSC and SRC Office or EWU Event Planning. Any field painting request must be turned in to the CSC, who will then coordinate with the individual club to paint the fields. Fields will be painted regularly during the club's "active season", or whenever possible, with only approved field paint used. All facilities will be used in accordance with established SRC and URC policies. It is the responsibility of each club to leave any facility in similar or better condition than when they arrived. Any facility damage should immediately be reported to Kevin Bruaw of the SRC staff at (509) 359-7348, and to the CSC.

Club Sports Federation staff will work with each club to plan and prepare a field/court set up for all CSF competitions. Clubs are responsible for communicating any special needs for events during the event request process, through EagleSync.

Club Status

CSF Standing

All club teams are expected to uphold university policies and fulfill all requirements outlined by the CSF. Club standing is reviewed on an ongoing basis and officially assessed at the end of each academic quarter by the CSFC and CSF administrative staff, in consultation with DCR when necessary.

Club status is influenced by both **infractions** (minor to moderate violations) and **strikes** (serious or repeated violations). The accumulation of these will impact your standing as follows:

1. Level 1 – Good Standing

- a. No strikes; fewer than 3 minor infractions
- b. Club meets all expectations and deadlines, attends required events, and maintains responsible operations
- c. Full access to funding, events, and travel

2. Level 2 – Administrative Probation

- a. 1 strike OR 3–4 minor infractions
- b. Club may have missed key deadlines, failed to submit forms, or demonstrated poor communication
- c. Club must correct identified issues within a set timeframe or risk escalation
- d. Limited access to new funding, events, or facility requests may be enforced

3. Level 3 – Disciplinary Probation

- a. 2 strikes OR 5+ minor infractions
- b. Indicates a pattern of noncompliance or one significant violation
- c. Club privileges (e.g., travel, reservations, purchasing) may be suspended temporarily
- d. Club must develop corrective action plan with CSC to return to Good Standing
- e. Complete a moderate community service project with documentation (e.g., 4 hours per member or group service initiative)

4. Level 4 – Emergency Suspension

- a. 3+ strikes OR a single **major infraction** (e.g., misuse of funds, hazing, unsafe behavior, use of undisclosed bank account)
- b. Club activities are immediately halted pending investigation
- c. No access to funding, travel, or university resources during suspension
- d. May result in further disciplinary action depending on severity
- e. If reinstated, club will be required to complete a large-scale service initiative before returning to Good Standing (e.g., 8-10 hours per member, or hosting a community-facing event)

5. Level 5 – Disciplinary Suspension

- a. Escalation from Level 4 due to unresolved issues or confirmed serious violations
- b. Club is suspended for a set period (e.g., remainder of quarter/year)
- c. Cannot represent the university or operate in any capacity during suspension
- d. To be considered for reinstatement, the club must complete a restorative action plan, which includes community service, re-training, and written justification for reactivation

6. Level 6 – Revocation of University Recognition

- a. Continued or egregious violations of university or CSF policy

- b. Permanent removal of recognition and privileges for
- c. Club must reapply as a new organization with new leadership to regain standing in future years

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 CSC or upon the 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 CSC and granted.

Competitive

These are clubs which are competitive in nature. They will compete in regular contests against other club teams or in individual competitions and may join a competitive league or association. They are eligible for S&A funding and may utilize the CSF resources as provided by the CSC. Each club will determine the level of competition that the club will participate at and will be responsible for adhering to any league rules associated with their sport.

Tryouts: All competitive clubs may hold member tryouts to determine competition or travel rosters, but no club may disallow any student willing to continue to practice, pay membership dues or fulfill the requirements for club membership as established in the club constitution. Any club in violation of this rule will have their practice privileges suspended and all S&A funds froze until the club shows they are following this policy.

Recreational

These clubs fit the description as listed under 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, if they have followed the guidelines set forth in this handbook for starting a new club.

- The club registration must be completed on EagleSync.
- Club Constitution completed and submitted with the club's registration in EagleSync.
- They may apply, through the CSC, for contingency funding to get started.
- New clubs are subject to placement in one of the other three categories if deemed appropriate by the CSC.

Inactive/Suspended

Clubs that are currently inactive—either by choice or due to sanctions imposed by Club Sports administrative staff—are designated as Inactive or Suspended. This status may result from low membership, lack of engagement, or disciplinary action tied to repeated infractions or accumulation of strikes. Clubs in this status will have their S&A budget frozen and all practice, events, and facility privileges suspended. Suspension may also result from serious violations

such as the misuse of funds, including the use of undisclosed or unauthorized bank accounts. Inactive or Suspended status typically corresponds with a Level 4 or higher club standing. To be reinstated, clubs must submit a formal appeal to the CSFC, which may include a plan for re-engagement, corrective action (e.g., community service), and approval from the CSC and other relevant university offices.

Club Finances

Budget Request Process

The CSF Budget process begins as a [Budget Request Packet](#), which is 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 CSC for guidance in this important task. Items such as equipment needs, uniforms, transportation expenses, game/match officials, office supplies, printing costs, and first aid supplies are all to be included in the budget request. The budget request packet should serve as an organization's financial roadmap for the entire fiscal year.

Minimum Requirements for Funding Eligibility

- Complete at least one community service project per year and have it verified on EagleSync.
- Participate in RECspllosion, Neighborfest, and The BLITZ.
- Attend all CSF Officer meetings.
- Submit budget request packet before deadline established by the CSC.

CSF Council Funding Criteria

The CSF Council considers many different criteria when approving club budget request packets. 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 dues-paying membership, program growth, current membership, history of the club.
- **Campus Involvement** – Do they participate in things like Homecoming activities, PUB tables, NeighborFest, and Clubs and Orgs Fairs?
- **Fundraising** – The higher the total raised, the more the club will be considered for in their request. Increasing club membership dues, raising additional funding through fundraising projects (approved by the CSC and listed on EagleSync) or picking up corporate sponsorships (with the approval of the CSC before contacting) are good ways to position your club for higher consideration. Funds generated to pay for a hosted event are not considered to be included in the fundraising total, only those funds generated above the cost of the event (net profit).
- **Community Involvement** – All clubs should seek an off-campus exposure for their club. By participating in activities in the Cheney community that promote their club as well as EWU, a club is better positioned in the budgeting process.
- **Collaboration** - Collaboration with other groups on campus is a great way to show the CSFC your club is trying to utilize its funding in the best possible manner and is staying active on campus.
- **EagleSync**- All clubs should maintain accurate information on EagleSync including membership history and event registration.
- **Attendance at required meetings** – Are they attending all CSF Officers Meetings, etc.?

- **Recruitment** - Does the club actively seek on an ongoing basis, new member recruitment? Are they maintaining a current and user-friendly website promoting their club? Are they tabling, handing out flyers, active on social media, and developing creative marketing materials.

Fundraising Procedures

All CSF fundraising must be coordinated between the CSC, club officers, and the club advisor. All fundraiser events must be registered in EagleSync at least 7 days prior to the event. All funds raised on behalf of any CSF organization will be deposited into that club's club-funded account at Sutton Hall. Each club's elected Treasurer is responsible for keeping proper receipts for all account transactions. **Remember, no purchases will be made from either account until approval from the CSC is obtained.** All purchases must be accompanied by a receipt, which must be turned in immediately after the purchase to either the CSC or to Student Accounting.

Fundraising Restrictions

- **Hosted Events:** All event supplies, costs and resources must be taken care of before any net profit can be determined. Clubs are held responsible for event expenses taken from their Club Funded Account - fundraising expenses may not be taken from the S&A account - and must guarantee that an event will not result in a financial loss.
- **Sponsor drives:** All attempts to secure funding through a mailing list, personal visit, or visitation campaign must go through the CSC prior to going forward. The EWU Foundation has established partners in the community that already give to the university, making them off-limits to requests for funding. All CSF groups are required to get approval from the EWU Foundation prior to asking for any funding or product. Provide a copy of the list of people or businesses you'd like to approach to the CSC to seek approval. CSF groups will not at any time promote or accept funding to promote any product involving alcohol, tobacco, firearms or legal marijuana without prior approval from the CSC. Any agreement to attach sponsor logos to equipment owned by EWU must also be approved by the CSC prior to affixing to any garment or equipment.
- **Donor Requests:** All CSF group or individual attempts to secure donor funding must proceed through the CSC and may not, at any time, go directly to the Foundation, President or VP Offices, or any other group without prior approval. The Foundation has established systems to support donor gifts and can provide receipts for tax records.
- **Prize Money Awards to Club Members:** Any CSF group that accepts university funding for any club expenses and goes on to earn cash or prizes with monetary value to them, are required to turn those items over to the CSC immediately after the event for proper accounting of the funds. The use of these funds will go back to the club that earned them and may be used for reimbursement of personal expenses of the individual(s) that earned the award money if proper receipts of expenses were kept and turned into the CSC. Individuals choosing to keep any cash awards or items of value, without turning them into the CSC, will be billed the value of the items to their Student Financial Services Account. We realize personal expenses to participate in certain sports are very high, but to properly and legally compensate or reimburse for personal expenses accrued, the funds must be properly deposited and accounted before such

reimbursement may be made with the approval of the CSC.

Purchasing Procedures

The CSC 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 CSC, follow this process before purchasing:

1. Secure the approval of the CSC prior to making any purchase to ensure 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 purchases of club materials.
3. All purchases must be made with club members' approval.
4. Regular purchase requests to the CSC must be made at least two weeks in advance.
5. Determine what equipment is to be purchased. Include all pertinent information on the item such as preferred vendors, cost, size, unit, color, quantity, etc.
6. **Do not, under any circumstances, make purchase promises or have items delivered from any vendor prior to receiving approval.**
 - a. Purchases using S&A funding will be made approved with the CSC prior to purchase.
 - b. Purchases made with Club Funding will be made approved with the CSC prior to purchase.
7. In either case, club approval is required for the expense, and receipts must be provided to the CSC. Clubs who do not provide receipts for their expenses may have their funding access suspended.

Eligible S&A Expenses

- Team Equipment
- Team Uniforms
- Transportation costs
- First aid supplies
- Team, league or affiliated association fees
- Sport officials
- Coach's wages or stipends
- Lodging/Per Diem

Ineligible S&A Expenses

- Personal gear
- Items that cannot be reused the next season (game socks, hats etc)
- **Gas for personal vehicles
- **Individual player fees
- **Players insurance
- Items needed for fundraising

**May be exceptions to this rule such as if a group has special transport needs such as Cycling, Rodeo or Fishing or the sport requires individual meet fees instead of team fees.

Supplemental Budget Requests

Any club wishing to request Supplemental Funding from any source, on or off campus, must first get approval from the CSC. Any such request that does not have the prior approval and supporting documentation from the CSC will not be accepted. Any club attempting to submit a request without prior CSC approval will have all funding, both S&A and Club Funded accounts, frozen and practice/play privileges suspended.

Dues

Clubs will be able to pay dues online via credit card or in-person via credit card, cash or check. If payment of dues is completed in person, the payment must be made at Sutton Hall. Dues are found online at [EWU Marketplace \(touchnet.net\)](http://EWUMarketplace.touchnet.net) under Club Sports and the respective quarter. If your dues are annual dues, they will be found under the fall quarter.

Travel Process

Clubs must submit the Club Sports Travel Form to the CSC at least 14 business days prior to any trip. The club will work with the CSC to book lodging accommodations and reserve a travel vehicle. All travel purchases and requests will be submitted through EagleSync for approval. At this time, there will not be any cash advances, however, you may request reimbursement through EagleSync. **Reimbursements require a physical itemized receipt and are approved by the CSC on a case-by-case basis.**

Disciplinary Action

CSF Conduct Code

It is each player's responsibility to display a positive attitude and demonstrate good sportsmanship while participating in any CSF activity. It is also each club member's responsibility to see that they, and their teammates, 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. Any player or team found to be guilty of violating Club Sports Federation policies and procedures will be disciplined immediately as specified in this handbook. Some violations in this handbook are also violations of the [EWU Student Conduct Code](#) and will be subject for review by ***Student's Rights and Responsibilities (SRR)***.

Overview of the Discipline Process

The CSC will investigate all cases of an alleged violation of Club Sports Federation policies by a member, club, or coach/volunteer. In cases of an alleged violation of the EWU Student Conduct Code by a student member or club, the report will be transmitted to SRR for assessment and investigation according to the processes outlined in that code, as appropriate.

The CSF investigation will include reviewing any reasonably available resources, and conducting interviews with available witnesses, including the accused. It is the responsibility of the CSC to retain notes from any interviews conducted during the investigation. Discipline and sanctions will be implemented in accordance with the processes outlined in this handbook. If found guilty of violating CSF policies, individuals and/or clubs will be notified by the CSC of the consequence, the magnitude and duration of the consequence, and the appropriate appeals process.

It is important to note that the CSF Handbook and the Student Conduct Code encompass two different scopes of conduct governance. The Student Conduct Code governs all EWU students' conduct, whether they participate in a student club or not. If a sport club member is found guilty of violating the Student Conduct Code, the CSC may impose additional disciplinary action through its' hearing procedures as defined by this handbook. In some cases, a student's behavior or action may not rise to the level of a violation of the Student Conduct Code, but the behavior violates policy as outlined in CSF Handbook. In these cases, the student would be disciplined as outlined in CSC policy.

Hearings

All infraction hearings governed by this handbook will be scheduled with the club or club member(s) within a week of the **CSFC** learning of the infraction(s), which allows the club or member accused of committing the infraction to represent themselves or gather other evidence/witnesses to support their side of the issue. At the hearing, the CSFC will hear from the accused and any witnesses with information relevant to the alleged infraction. Additionally, it will consider any documentary evidence that was obtained during the investigation or which the accused submits to it for consideration. At the conclusion of the hearing, the CSFC will use the established CSF Handbook to determine whether the member,

club or coach/volunteer has violated the CSF Handbook and to determine the appropriate sanction if a violation is found. The CSC shall immediately inform the club of the outcome of the hearing and the applicable appeal rights.

- **Club Infractions** - A Club Infraction is a violation of the CSF Handbook that involves participation of more than one member of a club.
- **Club Strikes** – A club strike is a formal consequence issued for failing to meet CSF requirements, resulting in escalating penalties if not resolved promptly.
- **Individual Member Infraction** - An Individual Member Infraction is a violation of the CSF handbook by a single member of a recognized sport club.

Distinguishing Strikes from Infractions

While both the strike policy and infraction process address violations of CSF expectations, they serve different purposes and follow separate procedures. Strikes are issued for administrative non-compliance and direct violations of the policies outlined within this handbook. Strikes result in automatic, escalating penalties without the need for formal hearing. In contrast, infractions involve conduct-related violations and require a hearing process where clubs or individuals can present their side before consequences are determined. Infractions are categorized as minor, intermediate, or major based on severity and may lead to sanctions such as probation, funding restrictions, or suspension, depending on the offense and number of occurrences.

Strikes (Administrative Non-Compliance with Monetary Penalties)

Definition:

A **strike** is an automatic, administrative penalty issued to a **club** (not an individual) for failure to meet basic CSF requirements, such as missing deadlines, failing to communicate, or not completing required paperwork. Strikes are intended to encourage operational compliance and carry **escalating monetary penalties**. Strikes are issued **without hearing**, though clubs may appeal.

Examples of Strike-Worthy Violations:

Clubs are expected to remain in good standing by meeting all deadlines, maintaining communication, and adhering to CSF policies. A strike system is in place to address non-compliance:

- Missing event or travel registration deadlines.
- Missing mandatory officer trainings.
- Failing to submit required forms (e.g., rosters, travel paperwork, budgets) on time.
- Failing to submit required rosters or forms.
- Unapproved usage of university logo.
- Unapproved or missing fundraising/travel reimbursement requests.
- Unapproved facility usage.
- Failure to maintain updated EagleSync pages.
- Missing facility reservation deadlines.
- Failure to notify CSF staff of canceled/adjusted practices or games.

- Failure to represent EWU appropriately, resulting in disciplinary action.

Strike Process:

- Strike One:
 - Written notice issued
 - Must resolve the issue within two weeks
- Strike Two:
 - \$50 fine
 - Temporary freeze on event/travel approvals
 - Mandatory meeting with CSC and CSFC
- Ongoing Non-Compliance:
 - Fines double every two weeks until resolved (e.g. \$100, \$200)
 - Club flagged for administrative hold
- Strike Three:
 - Suspension of active status
 - All funds frozen
 - Loss of ability to use on-campus facilities
 - Must complete between 8-20 hours of community service (up to discretion of CSC) to return to good standing

Note: Strikes reset at the beginning of each academic year, but historical records may be reviewed in future funding or policy decisions.

Streamlined Infraction Policy

Infractions are **behavioral** and handled **via a formal hearing** with the CSFC. Sanctions depend on severity and frequency. **No monetary fines** are associated with infractions.

Infractions (severe or repeated conduct issues; potential violations of EWU policy)

Examples:

- Hazing, fighting, substance abuse
- Improper fund use (including use of unauthorized bank accounts)
- Forgery or misrepresentation
- Ineligible player participation
- Safety violations (e.g., no first aid at events)
- Incidental charges related to travel

Infraction Process

- Hearing Required**
 - Clubs or individuals are notified of the alleged infraction and invited to a hearing to provide their side.
- First Offense Sanctions**
 - Written warning
 - Probationary period
 - Temporary loss of travel/practice privileges
- Second Offense Sanctions**

- a. Extended probations
 - b. Loss of full funding eligibility for the upcoming academic year
 - c. Suspension from competition or travel
- 4. Third or Major Offense Sanctions**
- a. Classification upgrade (e.g., from minor to intermediate)
 - b. Loss of CSF recognition
 - c. Report to Student Rights & Responsibilities (if applicable)

Key Distinctions Between Strikes & Infractions

Feature	Strike	Infractions
Nature	Administrative non-compliance	Behavioral/conduct-related
Hearing Required?	No	Yes
Monetary Penalties?	Yes (automatic, escalating fines)	No
Who Handles?	CSFC	CSFC, then CSC
Examples	Late forms, missed deadlines	Hazing, ineligible players, misconduct
Escalation	3 strikes = suspension	Repeated offenses = higher infraction

Appeals and Hearing Procedures for Club Infractions

Any club wishing to appeal any CSC/CSFC decision regarding club level disciplinary action resulting from a hearing, can appeal that decision in writing to the CSC within 5 business days after the hearing. The written appeal must clearly state their reasons for the appeal and the outcome they are seeking. If the CSFC upholds the initial judgment, the club has the right to present their appeal to the [ASEWU Superior Court](#) within 2 business days. The determination of ASEWU Superior Court is final.

Appeals and Hearing Procedures for Infractions

Individuals wishing to appeal any CSC/CSFC decision regarding their disciplinary action resulting from a hearing, can appeal that decision in writing to the CSC within 5 business days after the hearing. The written appeal must clearly state their reasons for the appeal and the outcome they are seeking. If the CSFC upholds the initial judgment, the individual has the right to present their appeal to the DCR within 2 business days. The determination of the DCR is final.

Player Ejections/Suspensions

- It is the responsibility of each club to inform the CSC immediately of any player ejection during any club activity, before the next competition. An EWU Incident Form must be completed for each such incident whether the incident occurred at home or away, and must be submitted to the CSC immediately upon the team's return to campus. Any EWU club member ejected by game officials is not eligible for further competition until cleared for further competition by the CSC and is eligible to request a hearing with the CSC. Any club or member found in violation of this policy, while allowing a player on the suspended list to compete, 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 second time in one season during any club activity, shall be declared suspended from all further club activities and may not participate until approved by the CSC, pending an investigation of the circumstances surrounding the ejection(s). All suspensions are permanent unless lifted by the CSC after the hearing process.

Risk Management Policies and Procedures

Acknowledgment of Risk Statement

The following statement is included on all CSF roster forms located on EagleSync: 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 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 all potential problems.

First Aid Training

All clubs must have a member who is certified in First Aid/CPR present at each club practice and competition. If first aid personnel are unavailable, an OA can be requested to assist with the event. The CSF will schedule a first aid certification course during the fall quarter of each academic year. Members who are currently certified to provide first aid should be recorded in EagleSync, and the first aid person should hold an officer role within the club in EagleSync. Clubs are required to have a first-aid kit available at all club practices and competitions. The CSC will provide a supplied first aid kit upon request. Clubs are responsible for ensuring they meet these first aid expectations and will be subject to random audits throughout the year.

Game First Aid Responsibilities

All CSF organizations are responsible for having a complete Medical First Aid Kit that is present at all practices and contests involving the club. The CSF program or EWU will not assume responsibility for any injuries incurred while participating in any club sport, event, or activity. 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 CSC 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.

Concussion Protocol

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. ***All CSF groups are required to produce the standard Concussion Protocol Card at every competition and follow the checklist on the card for any suspected head trauma.***

Concussion Management & Assessment include the following:

- An athlete showing any signs and symptoms of a concussion will immediately be removed from play. The First Aid/CPR certified member will provide sideline assessment following the [concussion recognition tool](#).
- A student-athlete showing signs and symptoms of 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 Action 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:
 - Deterioration of neurological function: headaches that worsen, seizures, 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 club sport athlete who sustains a suspected concussion at

practice or off-campus competition will be treated according to the established emergency protocol described above.

The primary tasks for a club member showing signs of a concussion are:

1. The student-athlete is immediately removed from play.
2. The First Aid/CPR-certified member will provide sideline assessment following [CRT5](#).
3. An athlete who loses 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.
6. The CSC or DCR must be contacted immediately to ensure appropriate documentation, follow-up care, and coordination with university protocols.

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, which is to be turned in immediately to the CSC.
3. The club's President must ensure that the athlete does not return to play until the date specified by the physician that attended to the injury.

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, which is to be provided to the CSC before practice or competition.

Accident/Injury Procedures

When deciding whether or not to activate EMS service, always act on the side of caution - if in doubt, call 911! All accidents and injuries that occur during any CSF activity will be handled according to procedures as follows:

1. The first aid person in charge will assess the situation to make sure that the area is safe before treating the injured person.
2. All play will stop until the injured party may be moved safely or treated at a safe distance from the activity.
3. The 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 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 the participant is deemed unfit to continue, under no circumstances may the injured player re-enter competition until given approval by an authorized Physician and the CSC.
4. If any injury requires advanced medical service, the following procedures must be adhered to:
 1. When activating the EMS System, appropriate transportation must be provided to any injured person. At no time should a personal vehicle be used to

transport an injured person nor should 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.***

- At no time during this process shall the injured party be left alone.
 - 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.
 - The CSC 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. The injury/incident should be reported in the post-game report.
 - The club officer in charge must carry with them the list of campus and emergency phone numbers and contact the CSC as soon as time allows. Any time an EWU CSF member is treated at a medical clinic or hospital, the CSC must be also contacted via phone before the injured person is released
2. 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 CSC 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 CSC will be responsible for forwarding all Incident Reports on to the Office of Environmental Health & Safety.

Emergency Contacts

- EWU Police
 - Dispatch: 509-359-7676
- Director of Campus Recreation (DCR)
 - Office Phone: 509-359-7920
 - Cell: 651-283-9565
 - Email: mmelchior@ewu.edu
- Club Sports Coordinator (CSC)
 - Office Phone: 509-359-4013
 - Cell: 509-953-4537
 - Email: jporco@ewu.edu
- Club Sports Operations Assistants (OAs)
 - Office: 509-359-2208
 - Tori Reagles: 509-449-3869
 - Email: vreagles@ewu.edu