<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and Mission</td>
<td>2</td>
</tr>
<tr>
<td>How to Become a Club Sport</td>
<td>2</td>
</tr>
<tr>
<td>Club Sport Roles</td>
<td>3</td>
</tr>
<tr>
<td>Support Services Provided</td>
<td>7</td>
</tr>
<tr>
<td>Financial Affairs</td>
<td>8</td>
</tr>
<tr>
<td>Facility Reservation and Usage</td>
<td>10</td>
</tr>
<tr>
<td>Travel Regulations and Guidelines</td>
<td>10</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>12</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>13</td>
</tr>
</tbody>
</table>
INTRODUCTION

A club sport at Lycoming College is a student organization derived and sustained through student leadership and interest. A club sport is defined as a student organization established to promote and develop the interests and skills of members in a particular sport activity. Generally, club sports fall into three categories: Instructional, Recreational and Competitive. An instructional sport club helps enhance or teach a particular sport activity. A recreational club acts primarily as a social outlet for club members and allows them to gather and participate in a particular sport activity. Competitive clubs allow players to continue to play and develop their skills in a sport activity at a competitive level. These clubs usually belong to regionally or nationally recognized leagues or associations, competing in contests or tournaments with other colleges or universities.

MISSION

The mission of club sports at Lycoming College is to provide an environment for excellence for those clubs who become and remain eligible within the Student Senate guidelines. Assistance is provided in the form of financing, facility space, office resources, historical data and on-campus contact information. Won-loss records will not define a club’s success, but rather their individual and team activities on and off campus as ambassadors of Lycoming College, will prove their legacy. The club sport philosophy is that club funding from Student Senate should go to support basic needs such as equipment, officials, team membership fee and local/regional travel.

CONSENT TO PARTICIPATE

Lycoming College and the Recreation Department are not responsible for any injury or property loss incurred by a participant, instructor, volunteer or coach in the club sport program. Each participant is strongly urged to have an annual physical and to carry personal health and accident insurance through the college, their parents, or their own plan. In addition, all participants are required to sign a release form that notifies them of hazards involved with club sport participation, and every participant will be required to sign the Code of Conduct document.

WHO MAY JOIN A CLUB

Regular membership in club sports is open to currently enrolled students of Lycoming College. Club sports are voluntary student organizations, which have been recognized by the College and Student Senate, as well as the Office of Student Programs and Leadership Development (OSPLD), qualifying them for use of facilities and/or funding. If faculty or staff wish to join a club, they may do so for a small activities fee.

HOW TO BECOME A CLUB SPORT

To be recognized by the College, a new campus organization must route its request through the OSPLD to the Student Senate of Lycoming College (SSLC). The request must be accompanied by a copy of the proposed organization’s Constitution and Bylaws, the name of its advisor, who must be an employee of the College, and a list of members and executive officers. In each case, SSLC must judge that such recognition would promote the mission and principles of the College. After reviewing a proposed request, SSLC will forward the request to the Dean of Student Affairs who may approve the organization for recognition. Recognition enables an organization to use College facilities and receive College funds.
In order to continue to be a registered student organization, new and existing sport clubs must complete annual club sport (registration) form, including current roster with names and phone numbers, plus any changes made in the past year to constitution and by-laws.

Student organizations which plan to function as club sports are also required to file specific information forms with the Recreation Office. These forms must be completed prior to recognition and registration processes mentioned in the preceding paragraph. Please refer to the President’s responsibilities in the “Club Sport Roles” section of the handbook.

---

**CLUB SPORT ROLES**

---

**THE STUDENT PARTICIPANT**

Club sports are student initiated and student controlled activities that offer unlimited opportunities for student to become directly involved in the leadership and administration of their respective clubs. In addition to being able to continue participation or learn a new sport activity, students are also in charge of supervision of the club and can actively take part in the management of each club. Collectively, they have responsibility for: the writing of their club’s constitution and by-laws; the determination of their membership requirements; the establishment of their dues schedules (if dues are required); the selection of their club’s advisor; the establishment of the duties of their officers; the selection of their positions as an officer of their respective club. The effectiveness and success of each club sport depends on the students involved.

**THE CLUB PRESIDENT**

It is the responsibility of each Club President to promote and coordinate their club sports’ activity on campus and to work with both the OSPLD and Recreation in accomplishing the purpose of the College.

In addition to the duties of the president as outlined in the club constitution, each club sport president is responsible for the delegation (to other members) and completion of the following requirements:

1. Serving as a liaison between the club and the Recreation department.

2. Constitutions should be reviewed and maintained from year to year. Any modifications of a constitution should be properly executed through the leadership of the president and submitted immediately to Student Senate, OSPLD and the Recreation Department.

3. Educating club members and operating the club in conjunction with the Trip Leaders, and complying with the contents of the Club Sport Handbook, the club’s constitution, and the Code of Student Conduct (particularly the hazing policy and other at risk behavior).

4. Obtaining a Club Advisor.

5. Submit annually, early in Fall Semester, updated paperwork to the OSPLD.

6. Making sure a club representative (preferably an officer) attends mandatory club sport meetings to give and receive club updates. Missing meetings may result in loss of funds. In addition, facility participation space or meeting space may be rescinded or reduced.
7. Keeping all required paperwork current in the Recreation Office.

8. Meeting financial obligations incurred by the club.

9. Informing the next club president of the routines and guidelines for club operation prior to the next president’s assumption of duties. All paperwork, budgets and correspondence pertaining to the club from the past year should be passed on.

NOTE: The Advisor will be notified of any club President that does not fulfill these specific responsibilities. If immediate action is not then taken by the President or Advisor, the Club may also be sanctioned by the OSPLD and may lose its recognition by SSLC.

THE TRIP LEADER

This position has been created primarily to assist each club in maintaining a safe experience for the club and its participants, particularly when traveling to away competitions and events. Their role will include additional training in safe vehicular transportation, abiding by all laws, group dynamics, and other positive leadership tools. At least one authorized Trip Leader will be required to accompany all clubs on every away trip. They will complete and submit a follow-up document upon their return. Any individual 18 or older, who is currently enrolled in, and/or employed by Lycoming College, will be eligible for this position. Each club can have multiple individuals trained and authorized to be Trip Leaders. Training workshop dates and times will be announced.

THE COACH

Each club sport must operate with the services of a volunteer coach. They can be students, faculty/staff members, or community members. A coach of a Lycoming College club sport assumes considerable responsibility, and should understand the following:

1. The coach must maintain the philosophy of student-development and allow the student to take on as much responsibility in the administration of the club sport as possible. The coach should aim to develop and improve the skills of club sport members. The coach should maintain a philosophy which promotes fair play and conduct both in and out of competition among all club sport members.

2. The coach may assist club officers in scheduling practices and games, but paperwork should be completed by the officers of the club.

3. The coach must be experienced and knowledgeable in their sport (training, strategy, etc.).

4. The coach must attend all practices and games in order to fulfill his/her commitment to the club sport, and assumes control of club sport activities during those times relating to coaching decisions.

5. The coach must be aware of their actions while serving in an official coaching capacity, as well as in a social setting. Excessive socializing, or even dating team members can be considered inappropriate and destructive to team morale and cohesion. Such behavior is strongly discouraged, as per the consensual relations policy.
6. The coach must be aware of health and safety requirements of the club sports’ activities, including the inspection of sport gear and reporting of hazardous facility conditions to the Recreation Office when necessary.

7. The coach must be aware of emergency procedures relating to the facility at which the club sport conducts its activities.

It is the responsibility of each club sport to secure the services of a coach if so desired. All coaches must be approved by the Director of Recreation, who may also dismiss a coach if necessary. If coaching services are secured, the following is required of said individuals: Completion and submission of both a Coaching Profile and Club Sport/Coach Agreement to the Recreation Office.

THE CLUB ADVISOR

Each club’s advisor is chosen by members of the group itself. In all instances the advisor must be accepted by the club based on their constitution, and then approved by the Director of Recreation. The advisor must be a full-time faculty or staff member.

The advisor should attend meetings of the club, as this puts him/her in a better position to understand and assist the group in providing direction and helping maintain continuity in club programming. Other important responsibilities of the advisor can include: the approval of the Club’s annual budget; the general approval of the program for the organization; request forms, semester report forms, and disbursement vouchers for travel; serving as a source of information; maintaining club records; and the counseling of individual members.

Advisors should participate without domination by facilitating student development opportunities. They should always serve and advise, not sit in judgment. Advisors are most helpful when they use mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective and realistic.

ELIGIBILITY AND CONDUCT INFORMATION

A. ELIGIBILITY

1. Any currently full time enrolled Lycoming College student is eligible for club sport membership.

2. Faculty and staff of Lycoming College are eligible, but may be required to pay an extra fee, as they do not pay into the Central Student Fund via student activity fees.

3. Former varsity players are eligible for clubs, based entirely on club, league and national association rules.

4. Alumni and community members are not eligible for membership, participation or funding. However, their role as coaches, supporters, and advisors is encouraged.
B. EXPECTED CONDUCT

1. Club sport members are expected to function in a mature and responsible manner both on and off campus in all club-related activities in accordance with the Club Sports Handbook, their club constitution, and the Code of Student Conduct. Club sports or individual members of club sports may face disciplinary action for inappropriate behavior (hazing, etc.) while representing Lycoming College club sports. Disciplinary action may result in revocation of recognition as a club sport and additional disciplinary action may be deemed appropriate by the Director of Recreation, as well as the OSPLD and the Dean of Student Affairs Office. The Student Code of Conduct document describes additional participant behavioral expectations.

2. Spectators are welcome at club-related activities, but do not have facility usage privileges except as spectators.

3. All club members should review the Student Code of Conduct so as not to be subject to disciplinary action.

C. CLUB SUSPENSION

Suspension may result in loss of financial support and/or facility usage for an appropriate period of time as set by the Director of Recreation or OSPLD as well as Student Senate.

1. Failure to file appropriate paperwork as included under President’s Responsibilities as per listed due dates (generally, financial penalties will be assessed prior to suspension).

2. Use of ineligible players

3. Unauthorized use of facilities

4. Student Code of Conduct violations (hazing, etc.)

While not all violations will be listed here, hazing is a major topic to address with your clubs. The Lycoming College policy states: Hazing is defined as: any action taken or situation created as part of initiation to or continued membership in a student group or organization, which 1) produces or has the potential to produce mental or physical discomfort, harm, or stress; embarrassment; harassment; or ridicule; or 2) which violate College policy, fraternity/sorority policy, or law. This applies to behavior on or off College or organization premises.

D. PLAYER SUSPENSION

Club sport members are expected to adhere to a high standard of conduct which reflects a positive image of their club sport, Recreation, and Lycoming College. Any club member who fails to adhere to the policies as stated by the student code (i.e. hazing), the Code of Conduct form, or whose behavior damages the club sport (stealing money or equipment from club, physical abuse, violation of policies at other schools, etc.) will be suspended from further participation for a period of time as deemed appropriate by the Director of Recreation, OSPLD, Student Senate and the Office of the Dean of Student Affairs.
A. OFFICE RESOURCES

1. Club Sports Forms: All required club sport paperwork and appropriate numbers of copies will be supplied to each club by the Recreation Office. All club sport forms can also be accessed from the club sport web site (some can be completed online).

2. Assistance in Scheduling Facilities: Facility scheduling assistance may be sought from the Director of Recreation. All clubs are encouraged to discuss upcoming facility/outdoor space availability with the Director prior to scheduling home matches. Don't assume that space available for your club in the past will automatically be available again. Reservations must also be finalized with the OSPLD once they are reviewed by the Recreation Department.

3. Providing Weekly Schedules: A composite schedule will be produced each semester, detailing the practice and game activities of all clubs “in-season”, as well as the upcoming meetings and intramural activities. The schedule will be available online. Club members are expected to provide timely information and game schedules to the Recreation Office for the weekly schedules.

4. Equipment Storage: Space will be available for some clubs in the Recreation Center. Especially during inactive periods (summer, breaks, etc.) clubs are encouraged to keep their equipment in the storage areas.

5. Home Page: A web page has been established for Club Sports off the main Rec Sports page, with connecting pages for each club. The OSPLD requires that all clubs recognized by Student Senate maintain a website. To develop and maintain a website, organizations must be recognized by Lycoming College, have a current Student Organization Membership Roster on file in the Office of Student Programs and Leadership Development (OSPLD), and have completed the necessary procedures for establishing an organizational Internet account. The first step in the process is to complete and submit a Website Request Form to the OSPLD. This form requests the contact information for the organization’s President, Webmaster, and Advisor. It is located in the OSPLD (Third floor of the Wertz Student Center) or can be downloaded from the college website at http://www.lycoming.edu/stuprograms/organization_website_request_form.htm.

6. Alumni Lists: For clubs wanting to track down previous members, or start mailing lists for fundraising reasons, the Recreation Office keeps previous team rosters on file. Clubs can use the Office of Alumni Relations to then find current information on the individuals listed.

7. Competition Assistance: The Recreation Office has a National Intramural Recreational Sports Association (NIRSA) reference book listing names, addresses, and phone numbers for club sport contacts at most schools across the country. Clubs can reduce costs by locating and using e-mail addresses when trying to schedule games with other schools.

8. A Concerned Ear: For any individuals who feel a club or individual is operating in an unsafe or reckless manner, we would like to hear about it. If the issue cannot be resolved within the club, and speaking personally with our staff is not a preferred option, we encourage
Anonymous postings to a web site form (to be set up near the beginning of school) that does not require or automatically track the sender’s email address. All tips deemed credible will be pursued.

FINANCIAL AFFAIRS

A. FUNDING CRITERIA

1. Recognition as a student organization or activity is a necessary condition for requesting a budget from Student Senate. Recognition enables an organization to use College facilities and receive College funds, hold events/programs, advertise on campus and fundraise.

5. Additional monies may be available to any eligible club through special requests to Student Senate.

6. Operating funding may be reduced or withdrawn for any group that fails to remain active in complying with all club sport policies and deadlines, as well as policies of SSLC.

B. ANNUAL FUNDING REQUEST PROCEDURE

The 2008-2009 budgets are finalized during Spring semester. Club sport monies for the 2008-09 school year must be requested by April 5, 2008 to receive consideration for funding. The procedure for requesting funding follows:


2. In accordance with the criteria governing club expenditures, and based on this year’s actual expenditures, develop a budget projection for the coming year. Club Advisors should be involved in this process.

3. Return the two budget forms, together with any additional required paperwork, to the Recreation Office by the posted dates.

4. Each club must meet with the Director of Recreation during the spring semester. Club representatives will present current club operations and defend budget requests for the following school year. Turn in the request with the signature of the Advisor, Director of Recreation, OSPLD, and SSLC President.

5. Funding decisions will be made in accordance with a timeline set by Student Senate before the end of the semester and each club will be notified of their next year’s allocated funds by the end of the spring term.

C. INCOME

1. Dues: can be established by each club individually and are considered income. All dues must be documented and recorded by each club.
2. **Fundraising**: is encouraged within the guidelines for solicitation set down by the Dean of Student Affairs Office. A variety of fund-raising activities exist, but their success depends on the planning and organization of the fundraiser, and subsequently the consistent dedication and effort of club members working together. Any campus group desiring to sponsor any fund-raising activity or solicitation of funds among the students must secure approval of the plans and projects from the Office of the Dean of Student Affairs, Long Hall, Room 102.

3. **Sponsors**: Must be College-approved sources (no drug or alcohol references are allowed).
   a. Organizations or individuals may sell items that do not compete with similar items sold in the Campus Store. Distinctive clothing items that are printed for single purpose events or that bear an organization’s name may be sold on the campus, in designated areas, by its representatives provided a concession authorized by the College has been issued to that organization. Soliciting for sales or services is not permitted on campus by non-students, except for salespersons who have been invited by fraternities, sororities, or other student organizations to sell items identified with their own names or emblems to their own members. The presence of any other salespersons or solicitors should be reported to an RA, Security Officer, or the Residential Life Office. Individual students and student organizations must secure permission in writing from the Office of Dean of Student Affairs to conduct sales or solicitations on campus. Clubs must reserve sale space through OSPLD.
   b. Only chartered student organizations and recognized student publications may use the name and seal of Lycoming College. No student may use the name or seal of Lycoming, nor may (s)he imply a connection with the College in relationship to any advertising, medium, promotional project, unapproved social event, unchartered organization, or unrecognized publication without the permission of the College.

4. **Donations and Gifts**: from parents, alumni, and friends of the College may be a good source of income for any club, but all such campaigns must be approved and coordinated by the Recreation Office.
FACILITY RESERVATION AND USAGE

Failure to observe the following rules and regulations will likely result in financial penalties and/or forfeiture of the right to use recreation and sport facilities. Organizations that use the facilities must assume responsibility for enforcing these regulations among members and guests of their organization.

FACILITY SCHEDULING

College facilities are available for use by faculty and students, who are required to make reservations at the OSPLD located on the 3rd floor, Wertz Student Center. Space for use by recognized student organizations and faculty who are scheduling space for activities associated with their teaching responsibilities or departmental programs is provided free of charge. Individual groups or departments scheduling space must assume responsibility for damage or extra cleaning necessitated by misuse of the space. Non-recognized or unchartered organizations and off-campus groups are charged a rental fee for the use of campus space. All space for meetings and other activities must be scheduled through the OSPLD.

Clubs may reserve appropriate indoor or outdoor (including meeting rooms) sports facilities for their meetings, practice sessions and scheduled contests. Such scheduling is usually done outside of scheduled Intercollegiate, or Intramural hours. Requests for standing reservations must be coordinated between the Director of Recreation and the appropriate facility director by established deadlines in order to accommodate all club requests. No club practice or home game schedule is official until it has been approved by the Director of Recreation and the OSP/LD. Club players and opponents must park legally for practice and games. Failure to do so may result in penalties and/or fines.

TRAVEL REGULATIONS AND GUIDELINES

SCHEDULING CONSIDERATIONS

1. All travel must be carefully justified and should take into consideration whether the same competition or quality of program is available nearby.

2. Clubs should attempt to combine matches or programs in one geographical area into a single trip. (i.e. play Susquehanna and Lock Haven on the same weekend).

3. Confirming game details with opponents in the form of a written contract is recommended (see Paperwork Appendix). In addition, approximately one week before any home or away contest, contacting the opponent to verify game details is also recommended.

USE OF PRIVATE OR RENTAL AGENCY VEHICLES

Travel by club sports, whether in private, public, or rental vehicles, is governed by the following regulations:
1. Club Sports trips must have an approved Transportation Summary form on file by the Wednesday before a club leaves Lycoming College.

2. Club Sports members who do not have Release forms and Emergency Medical Information forms on file in the Club Sport Office are **NOT** eligible for trips.

3. Personal vehicles and outside rental agency vehicles may be driven by any authorized, licensed driver whose name, driver's license number, personal identification number, and signature have been checked and approved after turning in the Motor Vehicle Statement Form at least five days prior to driving. The driver must be a Lycoming student/staff or faculty member 21 years old or older. When using personal/private vehicles, the drivers’ personal insurance will be considered primary in the event of accidents and injuries to vehicles or people. Lycoming College does not cover such cases.

4. The officers of those club sports authorizing the use of private transportation for their club travel should make sure that each driver has completed the Motor Vehicle Statement Form. Questions should be directed to the Director of Recreation. Use of personal vehicles is strongly discouraged since no reimbursement will be made for accident-related repairs and are not covered on the College’s auto insurance policy in these cases. When a personal vehicle is used, the vehicle owner must maintain automobile liability insurance and be responsible for their own personal deductible charges. The advisor MUST verify coverage exists and is not expired. The College is not responsible for any increase in premium under the owner/operator's policy as the result of an accident.

5. Lycoming College 15-passenger van policy states that no more than 8 individuals, including the driver, can ride in a van. No baggage may be stored above seat level. Drivers must be over the age of 25 and possess a state issued license. All drivers must complete the College Van Driver Safety Program. All Drivers must complete the Driver History Information Form.

6. In their use of vehicles, club sports members are expected to comply with all state and federal rules and regulations governing the use of the vehicle. The number of travelers must not exceed the number of seatbelts. Seatbelts are required for all drivers and passengers.

7. A sufficient number of "approved" drivers should be available for all travel, so as not to require the driver of any vehicle to drive beyond safe limits. The Director of Recreation must have all copies of those driver’s licenses of those able to drive as per College policy.

8. ***Upon returning from an away event, a Post-Travel Summary form must be completed and submitted by an authorized Trip Leader by the Wednesday following an event, by 5 pm.***

**REIMBURSEMENT OF PRIVATE OR RENTAL AGENCY VEHICLES**

1. Rental from Enterprise is billed to the club account. Other reimbursement guidelines will follow Student Senate policies.
HEALTH AND SAFETY

STATE AND LOCAL LAWS

All clubs are expected to abide by all Federal, State, and Local health and safety regulations and laws. In addition, clubs are expected to be familiar with regulations and laws which might be relevant to their sport and to conduct regular safety training for club members.

INSURANCE AND PHYSICAL EXAMS

Lycoming College and the Recreation Office are not responsible for any injury or property loss incurred by a participant, instructor, volunteer, or coach in the club sports program. It is strongly recommended that all club sports members have an annual physical examination. In addition, each participant is strongly urged to carry personal health and accident insurance through the College, their parents, or their own plan. In particular, participants should make sure their policy covers them during club sport travel, practice, competition, or other club-related activity. Individual sport clubs may actually require medical insurance and/or annual physical exams as part of their criteria for membership. Other clubs may be required to provide insurance coverage on boats, etc. All participants are required to sign a release before practicing or playing that advises them of possible hazards involved with club sport participation. Each club is also strongly encouraged to join any national organization for their particular sport in order to gain national recognition as well as liability insurance for tournaments and competitions.

PERSONNEL

For all home events, a non-participating individual certified in CPR and First Aid must be provided at the expense of each club. The club is advised to document, in writing, the worker’s name(s) for all home events (include specific hours and dates). If necessary, a certified player may fulfill the CPR requirement on away trips.

In addition, clubs will need at least one individual on-site for all practices who is certified in at least CPR. This includes activities on- and off-campus. Based on practice locations, some teams may have this criteria met by facility personnel already on duty. All clubs will be expected to meet this requirement on their own, unless facilities provide personnel who are acceptable to the Director of Recreation.

All first aid supplies used will be provided by each club. The list of recommended First Aid supplies is available at the Recreation Office. A first aid kit, copy of these emergency procedures, copies of everyone’s Emergency Medical Information form, and the facility emergency action plan should be kept on-site at all practices and events.

WEATHER AND CANCELLATIONS

All cancellation decisions should be based on facility playing conditions, weather forecasts, the safety and comfort of players, spectators, and officials, and the preservation of facilities for future use. Under most circumstances, the following are recommended safety guidelines to follow during specific weather conditions:

Tornado or Thunderstorm “WATCH” Play with caution, or postpone play
Tornado, Thunderstorm, Winter Storm  Cancel or Postpone Play

Lightning detected near the playing area  Cancel or Postpone Play

Clubs should have access to radios, televisions, the internet, or other communication equipment or devices, in order to get updated weather information before and during all practices and contests.

---

**EMERGENCY PROCEDURES**

Please keep in mind that all facilities utilized by club sports must have some form of emergency action plan. Each club should meet with facility managers prior to beginning practice to obtain a written copy of the plan and discuss their respective responsibilities. When an emergency arises within one of these facilities, facility personnel should be contacted as quickly as possible to put the plan into action. In addition, a copy of this Club Sports Handbook should be on-site for all home and away practices and events.

For club sport activities that take place at off-campus facilities emergency action plans should be followed as per each facility's operating procedures. If no written plan is available, please notify the Recreation Office and follow the steps below.

**THERE ARE THREE LEVELS OF RESPONDENTS NEEDED TO SMOOTHLY COMPLETE THE HANDLING OF A MEDICAL EMERGENCY:**

1) **THE PRIMARY RESPONDENT** - The first person at the scene or the respondent with the highest qualifications.

   PRIMARY RESPONDENT RESPONSIBILITIES
   • ensure the safety of the environment for the victim and respondents
   • administer appropriate care
   • call for HELP verbally
   • contact Safety and Security
   • give necessary information to secondary respondent if present
   • do not leave the victim's side unless necessary to go for help
   • complete an Injury/Accident Report (regardless of team affiliation)

2) **THE SECONDARY RESPONDENT** - This person may be either the person who responded to the primary's call for HELP or another original respondent.

   SECONDARY RESPONDENT RESPONSIBILITIES
   • assist the primary respondent
   • call 4911 for the Office of Safety and Security

3) **EMERGENCY MEDICAL SERVICES** - Such personnel include ambulance attendants, paramedics, firefighters, and police.

   EMS RESPONSIBILITIES
• take over responsibilities as per their qualifications
• collect relevant data
• if necessary, transport victim to hospital

The safety of everyone is of paramount importance. All club sports programs involve inherent risks, and must be properly monitored. Club sports participants should be aware that involvement is entirely voluntary and personal insurance is the responsibility of the individual. It is the responsibility of each club to minimize the risk of injury during all club sports activities.

Therefore, when an injury occurs, regardless of severity, during any club activity (practice or game) at home or away, an appropriate INJURY/ACCIDENT REPORT form must be fully completed and submitted to the Recreation Office within 48 hours for weekday events, or by Monday morning for weekend events. When the event is hosted by a Lycoming College club, a form should be completed for any person injured, not just LC players.

• INJURY/ACCIDENT REPORT
  To include:  - Full name, address, telephone number of injured
  - Date, time, type and cause of injury, location where injury occurred
  - First aid treatment given and by whom - signature
  - Events leading up to occurrence of injury
  - First aid treatment given and activation of EMS and by whom