

THE UNIVERSITY OF SOUTHERN MISSISSIPPI



SOUTHERN MISS®

CAMPUS RECREATION

CLUB SPORTS

2024-2025

CLUB SPORTS MANUAL

AA/EOE/ADA

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Article I: Purpose of Club Sports

Sec. 1 Preamble

As per the requirements of The University of Southern Mississippi, we, the Club Sports Executive Council, set forth this constitution for all Club Sports. Club Sports at The University of Southern Mississippi strive to provide students with opportunities to participate in various sport activities.

Sec. 2 Distinction

The Club Sports Program at The University of Southern Mississippi provides students with the opportunity to participate in sport activities that are recreational, competitive and instructional in nature. Club Sports are recognized by the university and managed by the student officers along with a faculty or staff advisor. Many of the clubs hold regular practices or instructional sessions. The clubs set their own practice times and coordinate game schedules with competitors.

The Club Sports Program is a major program thrust of Campus Recreation. Administration and supervision of the program through Campus Recreation includes scheduling, publicity, funding and providing an athletic trainer for competition. Club Sports shall be separate and distinct from intramural sports. Club Sports will be governed by the Club Sports Council. Club Sports will follow all requisites as stated in the constitution.

Sec. 3 Goals

The club members, staff and overall club sports program aspires to:

1. Develop Students
 - a. Provide student with leadership experience
 - b. Foster teamwork and interpersonal skill
 - c. Enrich self-esteem through meeting challenges and accomplishing goals
 - d. Encourage growth by providing for new experiences and knowledge
 - e. Provide the stability associated with being part of a group
2. Promote Sport and Recreation
 - a. Provide conducive environment for increasing awareness about a sport in the campus and local communities
 - b. Welcome and teach new members regardless of experience or ability
3. Represent the University of Southern Mississippi Through Participation
 - a. Demonstrate the skill, talent and sportsmanship of Southern Miss students
 - b. Exemplify and contribute to the Southern Miss School spirit
4. Have Fun

- a. Provide students with an opportunity to make lifelong friends
- b. Provide opportunity for directed travel outside of the region

Sec. 4 Active Clubs

The active clubs for the 2024-2025 academic school year are as follows:

Men's Ultimate, Martial Arts, Chop To The Top Karate, Chaotic Movement, Basketball, Golden Eagle Climbing Society, Golden Eagles Masters Swim Team.

Article II: Starting and Maintaining a Club

Sec. 1 Creating a Club

1. Meet with the Club Sports Coordinator and Graduate Assistant to discuss the club's scope and purpose, financial status, membership status, constitution, faculty or staff advisor, coach, and officers.
2. Fill out a Request for Recognition Form and a petition containing 10 names of interested full-time students. The petition must also have their Southern Miss ID# and signature. The form and petition and must be submitted to the Club Sports Coordinator.
3. After a final discussion with the Club Sports Coordinator, the club must register with the Office of Leadership and Student Involvement.
4. Submit an Application for Chartering, Organization Information Form and Club Constitution to the Leadership and Student Involvement.
5. Once all the paperwork is submitted, the Office of Leadership and Student Involvement will contact you regarding the proposed club.
6. A club is considered "inactive" when it has no participation for two consecutive semesters. Once a club has inactive status, it must go through the same process as a new club to be reestablished.

Sec. 2 Requirements for Active Clubs

Each club is required to have an updated constitution on file with the Office of Leadership and Student Involvement and the Club Sports office. Each club must register with the Office of Leadership and Student Involvement by the third week of each semester. All clubs are required to abide by the rules set forth in the Club Sports handbook, Club Sports office and the Club Sports council. Clubs must meet the following requirements to remain active:

1. At least 10 official members on the club roster
2. Current constitution on file with the Club Sports office and the Office of Leadership and Student Involvement Submit a weekly report to the Club Sports office with roster additions and records of activity

3. Accurate club roster and release forms for all members on file with the Club Sports office
4. Regular activity (at least two per month during active “season”)
5. Focus on competitive, recreational or instructional activity
6. Must be student-led and have a current advisor
7. Must be up to date on all required paperwork or requests

Sec. 3 Annual Registration

Clubs are responsible for renewing each academic year. This is to be submitted to the Office of Student Activities by the third week of each semester. If a club fails to renew registration during any academic year, it shall forfeit all privileges until the violation is corrected. A club must have 10 active members on the roster. If the club falls below 10, the club will receive a notice to increase membership or be placed on probation. If the club falls below 10 for two consecutive semesters, the club will become inactive. A sport club shall lose recognition if it fails to register for a period of two consecutive years. In such cases, the organization may reapply for recognition by following the procedures outlined in creating a club.

Sec. 4 Club Membership

Every member of the club must be a student, faculty, or affiliate of the University of Southern Mississippi. Club members are required to fill out club waiver forms to take full responsibility of injuries and accidents incurred during club sport activities. Every club must have at least two members trained in CPR and First Aid. Attendance must be taken at every club event and all events should be reported to the Club Sports Coordinator in the weekly report forms. Clubs are required to send a representative to the Club Sport Council meetings.

Sec. 5 Accountability System

FALL 2024 CLUB SPORT POINT DISCIPLINE SYSTEM	
ACTION	VALUE
Travel paperwork submitted 2 weeks in advance.	+1
Monthly/Semester report completed	+1
Pass audit	+1
Member in attendance at meeting	+1
Purchasing paperwork turned in a week in advance of purchase.	+1
10% increase in membership compared to previous year's numbers.	+1
Host an event on campus.	+1
Host a collaborative event that includes another organization or department.	+3
No misconduct reports from Athletics or The Payne Center.	+3

Collect 50 collective volunteer hours.	+3
95% of members on IMLeagues.com within the 1st week after initial meeting.	+3
Host a philanthropic event.	+5
Late paperwork.	-1
Fail to complete Monthly/Semester/Match report.	-1
Facilities violation.	-1
Failed audit.	-1
Fail to have a representative at a meeting.	-1
Multiple practice time infractions.	-1
No First Aid kit on site.	-1
Failure to report incident/accident.	-3
Behavior deemed detrimental to the reputation of Southern Miss	-3
Alcohol present at event within a restricted area.	-3
Participation in a non-approved event.	-10
Violation of a University Policy	-10
<p>TEAMS THAT FALL BELOW A -1 SCORE WILL BE SUSPEND FROM PRACTICE UNTIL THEIR SCORE BECOMES HIGHER. TEAMS THAT FALL BELOW -10 WILL BE CONSIDERED INACTIVE FOR THE SEMESTER. A CLUB THAT IS INACTIVE FOR TWO CONSECUTIVE SEMESTER WILL HAVE TO REAPPLY TO BECOME A STUDENT ORGANIZATION IF THE CLUB WISHES TO BECOME ACTIVE AGAIN.</p>	
<p>SOUTHERN MISS RECREATIONAL SPORTS RESERVES THE RIGHT TO AWARD OR TAKE AWAY POINTS IN THE INSTANCE A SITUATION OCCURS THAT IS NOT COVERED IN THE ABOVE POINTS BREAKDOWN. POINTS MAY BE APPEALED THROUGH THE RECREATIONAL SPORTS DEPARTMENT.</p>	

Article III: Club Sports Leadership

Sec. 1 Club Administration

Club Sports Coordinator

The Campus Recreation Coordinator assists in planning, developing and supervising The University of Southern Mississippi Sport Club Program and activities on and off campus. The Campus Recreation Coordinator works closely with the club presidents, Club Sports Council, and the Director of Campus Recreation.

Graduate Assistant of Club Sports

The Graduate Assistant of Club Sports assist the Coordinator in planning, developing and supervising of the Club Sports Program and activities on and off campus. The Graduate Assistant will oversee the Club Sports Council on ruling of the Club Sports Program as well as work closely with all Clubs.

Sec. 2 Club Sport Council

The Executive Committee shall serve as a board to settle disputes and is responsible for enforcing the rules outlined in the constitution. The committee will be comprised of elected members from separate clubs. Robert's Rules of Order shall be used as a guide by the presiding officer in all situations not covered by provisions of the constitution. To avoid bias towards specific clubs on the committee a member on the committee shall not rule on decisions directly related to their club. In the event of a dispute involving one or more of the club Executive Committee officers, the officers shall remove themselves from the dispute and new members of the council shall be designated for their replacement in the dispute. Sport Club Council is comprised of one member from each club. The board will be overseen, advised, and directed by the Graduate Assistant of Club Sports. The Club Sports Coordinator will provide general oversight and assistance when needed.

Elections: In order to be nominated to serve on the Club Sports Executive Committee candidates must meet the following criteria:

1. Club sports officer for one full semester
2. In good standing with the university
3. From a separate club of those currently on the committee

Elections will be held at the end of each spring semester. The committee will serve one full academic year. In the event that an Executive Committee Member is no longer able to fulfill their duties the Sports Club Council shall elect an interim person to fill their spot.

The term of service for those on the Executive Committee shall be limited to one full academic year for each position and no more than two full academic years on the committee. The descriptions of each elected persons duties are as follows:

President:

The duties of the president shall be to preside at all meetings of the organization, to enforce the constitution, to decide questions of order, to appoint committee heads, to call special meetings, appoint members to special projects, manage the club sports agenda, roster, and facility requests, and to act as a member of the executive committee. The president is to remain in good standing with the University of Southern Mississippi throughout the duration of his/her term.

Vice President:

The duties of the vice president shall be to fill in for the president and assist the president whenever necessary, lead in committees, take part in special meetings, act as the liaison to the Club Sports department, to manage club sport council events, and to act as a member of the executive committee. The vice president is to remain in good standing with the University of Southern Mississippi throughout the duration of his/her term.

Treasurer:

The duties of the treasurer shall be to collect dues, keep books, and make expenditures, to render regular reports upon request, to keep records, distribute club sport council earnings to clubs in the fairest way possible, support clubs that are in search of funds, and to act as a member of the executive committee. The treasurer is to remain in good standing with the University of Southern Mississippi throughout the duration of his/her term.

Secretary:

The duties of the secretary shall be to maintain the membership roster, to keep records of meetings of the organization, to handle correspondence, to call special meetings and appoint members for their special projects, and to act as a member of the executive committee. The secretary is to remain in good standing with the University of Southern Mississippi throughout the duration of his/her term.

Sec. 3 Club Executive Board

The Club Sports Council is made up of the club officers from each club, one of which must be present at each Club Sports meeting. The club officer is to adequately address the club's best interest by acting as a voting member on the Club Council. If the club chooses to have multiple members attend a Club Sports meeting, only one person will be allowed to be present during voting sessions and Club Council elections. The club representative is to remain in good standing with the University of Southern Mississippi throughout the duration of his/her term.

Advisor

Each sport club must have one university affiliated faculty/staff advisor. A good advisor can be a valuable asset to a club in terms of providing mature judgment, advice based on experience, and insight into university operations and policies.

The advisor must be a full-time faculty or staff member at The University of Southern Mississippi. He or she should be highly interested and, if possible, experienced in the specific activity and accepted and respected by members of the club. The advisor must also sign each club member's assumption of risk waiver.

The primary role of the advisor is to act as the first point of information for all activities of the club. The foremost goal is to allow the club to be self-organized and self-governed, but the advisor guides and counsels members. This person should rely on his or her experience to help the club mature and achieve its full potential by assisting members to refine their programs, plans and aspirations effectively and realistically. Club advisors are encouraged to embrace the student development concept maintained by Campus Recreation and work to guide club members through the learning experiences provided by the sport club involvement

Coach

The main responsibility of the coach is to provide expertise instruction in practice and competition. The coach is also responsible for the conduct of his or her team members and must function as an appropriate role model in attitude and behavior. The coach works with the Campus Recreation Coordinator regarding financial needs, scheduling, travel, etc. The coach may be a student, faculty, staff, alumni or member of the community and approved by the associate director of Campus Recreation. Any club that is interested in having a coach must discuss the possibility with the Campus Recreation Coordinator.

Sec. 4 Club Officers**President**

The club sports president is the direct line of communication between their club and the Club Sports Coordinator. The club president must keep the club sports Coordinator informed of all club business and preside over club meetings. The president must also inform their club officers of pertinent policies and information. Each club's president is responsible for attending each Club Council meeting and submitting the weekly activities report on time. Finally, the club president is responsible for delegating authority within the club and ensuring that all club activities follow the regulations of the university ordinances and Campus Recreation policies.

Vice President

Each club vice president shall preside over the president's duties if the president is absent and assist the vice president with his/her responsibilities. The vice president is directly responsible for managing the risk of each club ensuring that a first aid kit is present at each club activity.

Along with these duties, the vice president shall oversee all club travel and scheduling affairs and communicate that information directly to the club sports Coordinator. This involves submitting the travel itinerary 24 hours in advance of travel and reserving facilities for practice and club activities well in advance of the event.

Secretary

The secretary shall be responsible for maintaining accurate club records and submitting the weekly club activity report to the Club Sports Coordinator. These records include the club constitution, history and membership records. The secretary is also responsible for registering their club with the Office of Student Activities at the beginning of each semester.

Treasurer

Each club treasurer is responsible for the fiduciary transactions of their club. This person must maintain a running budget, keeping track of the club's credits and debits. The treasurer is responsible for collecting club dues and the franchise fee and bringing all monies to the Club Sports Coordinator who will then deposit it in their club's account. The treasurer is also responsible for applying for additional funding through the Office of Student Government and leading fund raising efforts.

Public Relations and Marketing

The Public Relations and Marketing Coordinator is responsible for advertising club affairs to the university community while maintaining a positive image of the club. This person shall assist with recruitment of club members through the use of electronic and printed media. The P.R. and Marketing Coordinator must communicate with the Club Sports Coordinator and see all that all materials follow university marketing guidelines.

Equipment Manager

The Equipment Manager shall assist with maintaining the inventory for each club. They must also assist with checking out equipment from the Club Sports Coordinator at the beginning of each academic year and returning it at the end. Each club's Equipment Manager shall maintain and repair equipment as necessary and notify the Campus Recreation Coordinator of any lost, damaged or stolen equipment immediately.

Student Members

The students within the Club Sports Program have an unlimited number of opportunities to become involved in the administration of the club. The student can contribute in the responsibilities of writing the club constitution and by-laws, establishing dues, selecting a faculty advisor, selecting a coach, and assisting in the overall duties of the club.

Article IV: Policies and Procedures

Sec. 1 Eligibility

- Any full-time undergraduate and graduate student enrolled at The University of Southern Mississippi is eligible to join any club.
- All faculty and staff may join a club. However, they may be restricted from competition by league or association regulations. All faculty and staff must also purchase a REC card to participate.
- Alumni are not eligible to participate in the Club Sports Program. They may only assist with instruction or advisement during games or practices with the club.
- No club may restrict its membership on the basis of race, sex, religion, color, national or ethnic origin, age, ability or military service.
- Under no circumstance may a student from another college, university or high school or person from the local community participate in the Club Sports Program.
- It is the responsibility of the club president and officers to enforce the eligibility policies.

Sec. 2 Travel

Transportation requests will be submitted along with the schedule to the Club Sports Coordinator. The van must be picked up no later than 3 p.m. on the required pick up date by the driver or club president. If a club must cancel a trip, they must notify the Club Sports Coordinator 72 hours in advance before the scheduled game. Failure to do so will result in a \$50 fee and the club will be put on probation for the rest of the year. The vehicle must be returned in the same condition as it was picked up. This includes cleaning up trash. Only club members may accompany the team in a University vehicle. No exceptions! All of The University of Southern Mississippi's travel policies must be adhered to.

Sec. 3 Driving

Any employee of The University of Southern Mississippi may drive a university vehicle. This includes any student that is employed on-campus by the university.

- The driver(s) of the 15 passenger van must be 21 years of age, have proof of vehicle insurance, and a valid driver's license to be eligible to drive under The University of Southern Mississippi's policies. A valid copy of each driver's license and proof of insurance must be on file with the Campus Recreation Coordinator.
- When traveling in large vans, the maximum number of people allowed in a van must be 12 people. When traveling with a large group, the number of people riding in the vans must be equally distributed. For example, if there are 19 members going on the trip, 9 members must ride in one van and 10 members in the other.
- A roster of all members traveling to a game must be submitted to the Campus Recreation Coordinator 24 hours before departure. If not submitted the club will not be permitted to travel.

Sec. 4 Promotions and Marketing

Campus Recreation will, upon request, assist each club in publicizing their upcoming event. The Intramural Sports Coordinator and the Associate Director of marketing and public relations must approve all publicity items. Be familiar with university policy on publicity promotion and advertising as stated in the Student Activities Handbook. If your club is doing something of particular interest to alumni, contact the alumnus magazine and the Alumni Development Office.

The club should utilize the following media:

- Newspaper – The Student Printz, The Advertiser, The Hattiesburg American
- Radio - WHSY 104, SL 100, WUSM-FM, B-95, Rock 104
- Television – WDAM, WHLT
- Flyers - Campus bulletin boards

Word of mouth

- Sport Club brochure
- Website

Article V: Meetings and Committees

Sec. 1 Roberts Rules of Order

Robert's rules of order will be followed when creating the agenda for each meeting. The agenda will consist of the following:

1. Reading the minutes from the previous meeting.
2. Reports from each club represented.
3. Reports from special committees within sports club council.
4. Unfinished/old business, including topics that were motioned to be tabled, items under discussion, and questions from previous meetings.
5. New business, including new issues of topic, or motions that were denied in previous meetings.
6. When all items of the agenda are met the meeting will adjourn.

Sec. 2 Attendance

Attendance is mandatory for each club president and vice president. If a president or vice president is unable to be in attendance, they must delegate this duty to another member of their sports club. If the club is not represented by any officers there will be a deduction in their points. Attendance will be recorded at each meeting and will be saved for purposes of prosperity.

Sec. 3 Voting

All votes must be passed a 2/3rds quorum vote by active members of the Club Sports Council. Club officers who are not present at the Club Council meeting will not be permitted to vote. They may send a representative from their club to stand in their place.

Sec. 4 Proposals and Structure

The Club Sports Executive Committee will be charged with the preparation and running of all Club Council meetings. Agenda items will be gathered from all club officers prior to the start of each meeting and be addressed on level of severity.

To propose an item to be listed in the agenda a member sport club must contact the secretary of the Club Sports Executive Committee. The member will list the items to be added to the agenda with an explanation of why they feel the issue needs to be addressed. These issues, amendments or revisions must be presented to the Secretary of the Executive Committee who will then add it to the agenda for the next Club Council meeting.

Article VI: Finances**Sec. 1 SGA Funds**

SGA sets aside funds for Senate Budgets and Appointments Committee to consider applications and conduct hearings of student organizations needing funding. Student Organizational Funding Applications are found on the SGA website, under "Applications." If your club would like to apply for these funds please read Article V of the Senate By-laws associated with Student Organizational Funding. There will be multiple rounds of application windows and hearings for the funding. The dates for these application windows will be posted on the SGA website. Organizations can apply only once. Club officers must sign up by 5:00 P.M. by the end date of each application round on the "Student Organizational Fund hearing Sign up" located in the SGA office (2nd floor).

The largest sum that can be given to one organization cannot exceed \$500. Also hearings are first come first serve, and late applications are not accepted. Failure to be on time to your scheduled hearing will result in no funding.

The money is held within the University organizations account, and must be used toward essential purchases for the team and university business. Items purchased will be considered property of the university. Items of personal nature such as apparel will not be purchased with SGA monies. Club officers must contact the club sports Coordinator in advance to make payments with SGA/University monies.

Sec. 2 Club Dues

Club officers must collect club dues at the third week of each semester, and turn the money into the club supervisor. A minimum of \$10 (franchise fee) per member is required. Club organizations cannot travel or host any event until the club franchise fee is received by the Club Sports Coordinator. The money collected from each member will go into the club's individual account. The money can be accessed by the club treasurer and club president at any time. Receipts of any purchase must be given to the club sports Coordinator.

Sec. 3 Fund Raising

Club organizations can increase their profit by hosting fundraisers. An application form for fundraising events hosted on campus must be submitted two weeks prior to the event. The application form is found on the Southern Miss Office of Student Activities website, under the link "Forms and Policies." The event must be approved by SGA and the club sports Coordinator two weeks before the event takes place. Events off campus do not require an application form or approval.

Article VII: Forms

Sec. 1 Code of Conduct

This Code of Conduct Agreement serves as a guideline for how individuals are expected to behave when participating in The University of Southern Mississippi sponsored or endorsed extramural activities. All team members participating in an event sponsored or endorsed by The University of Southern Mississippi are representing their team and The University of Southern Mississippi at all times. Team members are expected to represent themselves and their team with sportsmanship-like and moral behavior before, during, and after any team activity.

Sec. 2 Waiver of Liability

These forms, which is submitted to CR as often as roster changes occur, keeps track of a list of active members who participate in club activities. These form are required to be signed by anyone participating in any club activities prior to participation. These forms are submitted to

CR as often as new members are added to the club. (Note: Even if a person is attending one practice to try-out for a competitive team or seeing if they would enjoy joining the club, they must sign these forms to participate.)

Sec. 3 Emergency Contact Form

Emergency Contact Every member, coach, and instructor participating in club activities must complete an emergency contact form. It is the responsibility of club officers to ensure each member of the club has completed the emergency contact information PRIOR to participating with the club. In the event of an emergency, this information will provide information for whom to contact.

Sec. 4 Schedule of Events

Schedule of Events This form is submitted at the beginning of each semester. Teams who travel to and/or host competitions and other activities other than practices and meetings should record all upcoming events on this form and submit to CR by the established deadlines.

Sec. 5 Travel Forms

Travel Request and Itinerary Prior to traveling for events and competitions, clubs must request and be approved for travel by the Coordinator of Club Sports. An itinerary and a travel roster must be included for all travel events.

Sec. 6 Non-Hazing Agreement

Article VIII: Risk Management and Legal Obligation (Mike)

Sec. 1 Assumption of Risk

Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance PRIOR TO PARTICIPATION in Campus Recreation activities. Individuals who participate in Campus Recreation will be doing so at their own risk. The University of Southern Mississippi is not responsible for any injury that may occur to individuals participating in any Campus Recreation activity. Participation in any Campus Recreation activity is on a voluntary basis. Student Health and Accident Insurance information may be obtained at the University Clinic.

An Assumption of Risk Waiver form **MUST** be completed before participating in the Club Sports Program. All forms must be turned into the Intramural Sports Coordinator by the third week of each semester or one week before the first game, whichever comes first.

Sec. 2 Hazing

Participation of students in hazing activities is prohibited. "Hazing" is defined as an intentional or reckless act, on or off university property, by one student, acting alone or with others, which is directed against any other student, which endangers the mental or physical health or safety of that student and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with the initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition. A student committing an act of "hazing" is subject to disciplinary action in accordance with ordinance 06.17.40 of the Southern Miss Code of Conduct regarding student behavior.

Sec. 3 Health and Safety

The Sport Club Advisory Council and Campus Recreation strongly recommend that all members of Club Sports have an annual physical examination and have accident/health insurance.

Sec. 4 CPR and First Aid

Two club members from each club must have current American Red Cross First Aid and CPR certification. A copy of the members' certification cards must be on file in the club sports office. These two members are not required to be present at each activity, but they must be active club members. Campus Recreation will certify some club members per semester at no cost to the club or the member.

Sec. 5 Assumption of Risk

Participants are encouraged to have a physical examination and obtain adequate insurance prior to participation in Campus Recreation activities. Individuals who participate in Campus Recreation activities will be doing so at their own risk. Participation in Campus Recreation is voluntary, and The University of Southern Mississippi is not responsible for any injury that may occur to participants. Student health and accident insurance information may be obtained through Student Health Services (601.266.5390).

Sec. 6 Accident and Incident Reports

It is the duty of the club president and officers to submit an accident report for injuries that occur to club members during on campus or off campus practices or competitions. These reports should be submitted to the Club Sports Coordinator as soon after the accident as possible. Incident reports should be filed when facilities are not working, a fight occurs on the field, or anything that is not normal for the club activities.

Sec. 7 Accident Report Forms

Safety for our participants is our main concern in Campus Recreation. However, accidents can happen in any active area. The factual reporting of the accident and the gathering of all pertinent information is a very important part of the president and club officers' responsibilities. This information helps in identifying problems, trouble spots and hazards that can be corrected so that similar accidents will not occur in the future. These reports also let us know that our participants are well cared for.

Sec. 8 Incident Report Forms

Incident reports also have a place in our program. These help solve discipline problems, report theft or other unlawful acts, and describes unsportsmanlike behavior and the detailed action taken after the incident. Any out of the ordinary activity that takes place at a facility or sponsored event must be reported to the Club Sports Coordinator. Further action, if it is deemed necessary, will follow the proper procedures as set forth by the director of Campus Recreation.

- The Incident Report Form is to be used by all Campus Recreation affiliates in reporting unusual incidents which take place either in facilities or on the sport fields. For your information, an incident is any activity taking place which is not a normal and programmed activity. Examples of incidents include fighting, abusive language, theft, damaged equipment, disregard for policy or procedures, whenever security has to be requested, etc.
- Please take time to review the reverse side of the Incident Report form. It is essential for each employee to be diligent in observing incidents and reporting on the same. Additionally, your central staff supervisor should be notified immediately when an incident occurs where security has been requested.
- Your cooperation in making this procedure work is paramount to Campus Recreation providing the safest environment to the University community.

Sec. 9 Emergency Action Plan

* Assess the situation and the victim

* Call 911 if life threatening: begin with "I have an emergency."

You may also use an emergency red phone, blue emergency pole or call USMPD at 601-266- 4886

- State exact location of the emergency
- The age and sex of the victim(s)
- The condition of the victim(s)
- Your name
- Answer all questions asked by the dispatcher
- Do not hang up until told to do so

Care for the victim until emergency medical services arrives or other trained personnel relieve you. If in the Payne Center the facility supervisor or Central Staff on Duty shall meet the

emergency medical services (EMS) at the rear door service entrance and lead them to the proper area. After the emergency situation, the facility supervisor sees to it that all reports are thoroughly completed by all involved persons before they go off duty or go back on duty.

Sec. 10 Natural Disasters

The television in the Payne Center atrium or campus tornado warning siren may be our initial indicator of severe weather. Facility supervisor and the central staff on duty may monitor either the Weather Channel, channel 8, or local station, WDAM, channel 4, for up-to-date bulletins. Appropriate action will be taken depending on the weather situation. Severe weather concerns and emergency procedures are listed below.

Use available communication systems to warn patrons in the case of any emergency. If emergency is such that they cause a serious problem and evacuation of Recreational Sport facilities is necessary, then follow the procedure for facility or sport field evacuation.

Sec. 11 Severe Weather

- Severe Thunderstorm Warning -- Heavy rain, lightning and strong wind gusts may affect activities for Campus Recreation. Check with facility supervisor or CSOD if a severe thunderstorm is in the area. Activities may be suspended in the interest of safety for the participants.
- Tornado Watch –Conditions may be present for a tornado. Check local weather stations by radio or TV to stay updated. Conditions may be such that facilities and activities are affected. Activities may be suspended in the interest of safety for the participants. Check with the facility supervisor or CSOD.
- Tornado Warning -- A campus tornado siren will blast to notify participants that a tornado has been spotted in the immediate area. The siren means participants must take shelter immediately.
 1. The CSOD or facility supervisor will check all facilities and Campus Recreation areas by the available communication systems. This may include the P.A. system, telephone or hand-held radios. Participants in the Payne Center will be directed to move to the North, West, and South Concourse of the first floor and assume a kneeling position with your head down and covered, next to the brick wall. Alternate safety areas are the men's and women's locker rooms with participants taking positions next to an inside wall. Above all, participants should move to areas at the center of any building away from all the windows. All open areas managed by Recreational
 2. Sports may be cleared and activities suspended in the interest of safety. Participants in other Campus Recreation facilities should move to safe zones as directed by the seeking shelter procedures.
- Hurricane -- The eminent danger of a hurricane is somewhat predictable. Check local weather stations by radio or TV to stay updated. Conditions may be such that Campus

Recreation facilities and activities are affected. Check with Campus Recreation Coordinator or the CSOD. The Campus Recreation Director and the Risk Manager will work with other university officials and personnel to make the proper preparations for a hurricane.

- Flooding -- High water and fast rising water may affect some recreational sport facilities. Check local weather station by radio or TV for flash flood warnings. Conditions may be such that Campus Recreation facilities and activities are affected. Check with the Campus Recreation Coordinator or CSOD.
- Lightning - If at any point during the contest there is a lightning strike and thunder clap separated by less than 30 seconds, games will be immediately halted and fields must be evacuated. These games will be cancelled if they have not reached the minimum requirement for an official game (if they have, the games will be recorded as they stand).

Sec. 12 Seeking Shelter Due to Weather Conditions

- “The Rock” – Clear the fields and take shelter in the Sports Arena bathrooms or locker rooms. In case of immediate danger, it may be necessary to have patrons lie flat in the nearest ditch or other low area and shield their head with their hands. Put people in their vehicles. Attempt to keep participants away from the light poles and trees.
- Intramural Sports Complex – Take shelter in the interior space of the concession stand/field house. In case of immediate danger, it may be necessary to have participants lie flat in the nearest ditch or other low areas and shield their head with their hands. Put people in their vehicles. Attempt to keep participants away from the light poles, trees and the chain link fence.
- Pride Field – Clear the fields and direct all individuals to take shelter in the Payne Center. In case of immediate danger, it may be necessary to have patrons lie flat in the nearest ditch or other low area and shield their head with their hands. Put people in their vehicles. Attempt to keep participants away from the trees.
- Off-campus site – While at an off-campus site, check with the site supervisor for designated shelters or safe zones. Be aware of your surroundings and the weather forecast for the area.

Sec. 13 Concussion Protocol

Any participant who has sustained an injury that requires a physician’s referral, (including concussion) will be required to be cleared by the physician prior to resuming participation in a Campus Recreation program. Once a player has received a physician referral, the participant shall notify the Club Sports staff that they are ineligible. The Club Sports staff will then flag the player as ineligible until they bring a signed note from the physician to the Club Sports staff indicating they have been cleared for participation.

Article IX. Non-discrimination Clause

The Club Council at The University of Southern Mississippi does not restrict membership of the basis of sex, race, religion, color, or natural origin.