Opportunity for leadership and communication has made Sport Clubs an effective and popular part of student development on campus for over 100 years. The Sport Clubs Program at the University of Minnesota began with cyclists, archers, and fencers. Since then, the program has enjoyed great success and now offers a diverse set of activities for participants. There have been countless achievements by Sport Clubs teams and individuals, and it is your challenge as an officer to continue in this tradition of excellence. By combining the personal development gained as a Sport Clubs officer with the knowledge you already acquire as a college student, you will be better prepared for your future.

As an officer, you have newfound responsibilities to your club, in addition to the Sport Clubs Program, University Recreation and Wellness, the University of Minnesota, and your national governing body. We hope this guidebook will help you navigate these responsibilities in an easy and efficient manner. **Good Luck!**
NEW BUILDING ADDRESS!

470 University Recreation and Wellness Center
123 Harvard Street SE
Minneapolis, MN 55455

Email: sportclb@umn.edu
Phone: 612-625-6017
Fax: 612-625-7971

GOALS FOR THIS GUIDEBOOK

- Develop an essential resource guide for new and veteran officers.
- Simplify policies and procedures for clubs.
- Clearly define the Sport Clubs Program, University Recreation and Wellness, and University expectations.

SPORT CLUBS PROGRAM MISSION

Embodying the ideals of the University of Minnesota and University Recreation and Wellness, the mission of the Sport Clubs Program is to develop students through competition, instruction, financial responsibility, and general administration of their sport clubs. The goal of the Sport Clubs Program is to create a safe and fun environment that encourages:

- Positive University of Minnesota experiences.
- Character development through athlete commitment and excellence.
- Physical, social, and leadership development.
- Cultivation of friendships.
- Recreational and competitive opportunities, regardless of skill level.
- Lifetime appreciation for sport and physical activity.
- Memories that last a lifetime.
OFFICER RESPONSIBILITIES

Participation in recreational sports programs carries some risk due to the nature of the activities. Individuals participate at their own risk and are responsible for their own health and safety. However, as the Safety/Facility coordinator for your club it is your responsibility to be prepared for any type of emergency that should occur. This is a big responsibility, do not take it lightly. The following information is provided to help guide you through the steps that need to be taken in different situations.

SAFETY

Participation Waivers

- As the Safety/Facility Coordinator it is your responsibility to make sure that anyone who is interested in participating in the club completes a participation waiver before doing so. Coaches are also required to complete a participation waiver.
- Participation waivers can be filled out online at the sport clubs website or via the paper form. Officers also have the option of requesting a Special Event Waiver (one page) for tryouts, and once the final team is solidified have the club members submit a Participation Waiver. It is advised that sport club officers carry blank participation waivers with them to all club activities in case they have any additions.
- Officers may request a list of who has currently filled out participation waivers from the Sport Clubs Office.
- Club officers should ensure that members read the waiver thoroughly before signing and that each waiver is filled out completely. Incomplete forms WILL NOT be processed and will be returned to clubs mailboxes.
- Club members who do not pay the student service fees must provide their insurance information before participating.

CPR and First Aid Certifications

- Each club is required to have a certain number of individuals certified in both CPR and First Aid throughout the school year. All clubs must have at least 3 individuals with both certifications. At least two of these individuals must be present at club practices and events. If they are not present, clubs must cancel the practice or event. **Clubs that have two teams/squads should have 3 members certified for each team.**
- Club coaches can become certified and count towards a club’s certification requirement.
- These certifications must be documented (copies of the front and back of certification cards) in the Sport Clubs Office before the club can begin practice in the fall.
- **CPR and First Aid Class are offered, free of charge to club members and coaches through the Department of Recreational Sports and can be found at [www.recwell.umn.edu/certifications/index.php](http://www.recwell.umn.edu/certifications/index.php).** Information about sign up can be found on this page as well.
- **The Safety & Facilities Coordinator must be certified in CPR and First Aid.**

*Cancellations*

Individuals who contact the Sport Club Program Staff to cancel their spot in a certification class with at least 48 hours notice will incur no penalty fee. Those who cancel their spot with at least 24 hours notice will be assessed a penalty fee of $20, or half the class fee. Those who cancel with less than 24 hours notice, or are a “no-show” will be charged $40, or the full class fee.
**First Aid Kits**

- Clubs can pick up their first aid kit from the Sport Clubs Office once they receive authorization to begin practice.
- These kits must be at all club functions and should be fully stocked at all times.
- Clubs can request kit supplies by completing the First Aid Kit Supplies Request Form. This can be found on the Sport Clubs website and in the office. Plan for one week to receive the supplies.
- Supplies in the first aid kit should be used for club purposes ONLY.
- The tape that is supplied in the first aid kit is for first aid use only, not to tape ankles, wrists, etc. If clubs need tape for injury prevention or treatment they must purchase the tape themselves or with club funds.

**Accident & Incident Reporting**

Club officers must carry Accident and Incident forms with them to all club activities and they should be completed immediately following the accident/incident. These forms must be turned into the Sport Clubs Office the next business day.

An incident can be defined as any event, activity or action that causes a disruption to normal club activity or business. This can include:

- Minor and major arguments or disagreements.
- Physical contact beyond the realm of the sport.
- Facility reservations that were booked during club time.
- Facility members, using club space during club time.

In the instance of an emergency the following guidelines should be followed when reporting.

- Be clear and concise in your reports.
- Be objective in your report. Do not imply fault. Contain only the facts. No personal assumptions should be reported.
- Use witnesses if at all possible. Name, address, and phone number.
- Always fill out and submit report to Sport Clubs Program Office immediately after an accident or incident. If you are away on travel, turn in the report as soon as you can following your trip.
- In the instance the situation is serious; do not communicate any information about the situation to anyone until you have contacted the Sport Clubs Program Director.

**Fleet Accident Reports**

Vehicle accident reports must be completed after any damage to a University vehicle has been noticed. This includes:

- Major damages (dents).
- Minor damages (cracked window, minor scratches, fabric stains/tears, broken tail light, etc).

This form can be picked up in the Sport Clubs Office or on Fleet Service's website. The individual driving the vehicle should be the one to complete this form.

This form must be completed within 2 days of the accident taking place.
**Concussions**

Concussions are prevalent in all sports and activities, occurring often in some sports more than others. It is your club’s and your personal responsibility to understand the risks involving concussions and your club. As the Safety and Facilities Officer for your club, you should be familiar with recognizing concussions and understand the protocol needed to deal with them with regard to your sport.

Should you have any questions, or desire more information on concussions, visit [http://www.mayoclinic.org/diseases-conditions/concussion/basics/definition/con-20019272](http://www.mayoclinic.org/diseases-conditions/concussion/basics/definition/con-20019272)

---

**UMN Physicians—Sports Medicine Clinic**

The University has its own branch of physicians specialized for treatment of athletes with sport injuries. They are willing to treat injuries of all types and sizes for athletes of all ages and levels. Depending on your own personal insurance, this option may be better suited for club members when compared to Boynton for sport injuries.

Benefits of UMN Physicians include:

- Same-day, next-day appointments
- Evening and Saturday hours
- Convenient, campus location
- Free parking

Address—2525 University Avenue SE, Minneapolis, MN 55414
Phone—612-884-0406
GENERAL FACILITY USE
The Department of Recreational Sports provides numerous facility options for sport club use. Access to these facilities is a privilege associated to the clubs affiliation with the Sport Clubs Program. Misuse of any facility or field space by the club or their guests will not be tolerated. Club officers should inform all club members, coaches/instructors, and guests of its responsibility to maintain the facilities. Clubs are also responsible for the safety and welfare of the club members, coaches/instructors, and guests. CPR and First Aid certified club members should be at all club practices and special events.

Facility Maintenance
- Clubs should notify on-duty facility supervisors or the Sport Clubs Program staff of any maintenance needs or requirements of any on-campus facility.
- Clubs should take great pride in the facilities that they use. Facilities should be used in the appropriate manner at all times.
- Clubs will be charged for any excessive damage that occurs during their use.

On-site Supervisor
- Request the assistance of an onsite supervisor if there is a problem with the way a facility is set-up, someone using the reserved space, or maintenance issues.
- The onsite supervisor has the final authority in all situations. Feel free to write an incident report and return it to the Sport Clubs Program staff should the need arise.
- When there is no supervisor present, club officers are considered the site supervisor.

Fieldhouse Use
- The Fieldhouse is utilized by a variety of users, each requiring a different set-up.
- Following each use, the Fieldhouse needs to be placed back into the standard set-up.
- Clubs can consult the facility supervisor for clarification on standard set-up.
- If there is equipment in the way of practice on a regular basis, fill out an incident report form and return it to the Sport Clubs Office.
- Equipment that is in the Fieldhouse space that is not the property of the club should not be used in any manner, unless approved by the facility supervisor.

PRACTICE FACILITY GUIDELINES

Affiliate Card Process: Club members or coaches/instructors who do not pay Student Service Fees or have a current Recreation Center membership, must purchase an affiliate membership to the Sport Clubs Program in order to participate. The affiliate membership must be purchased each semester (Fall, Spring, and Summer) the member plans to participate in the club’s activities. The affiliate membership only grants the member access to club practice. This does not include general Recreation Center benefits or exclude them from paying club dues. Club officers are responsible for requesting an affiliate membership via the online request form.

Fall & Spring Semester Fee (each)*: $65  Summer Fee: $35
*Each club is granted 2 free coach/instructor affiliate cards per semester.

Affiliate Card Process Steps:
1. Club officer requests affiliate card via the online form.
2. Requests will take 3-5 business days to be processed.
3. After being processed, club officer and affiliate will receive an email with instructions to complete membership process.
4. Affiliate will complete process and pay for card (of applicable) at the Member Services area of the University Recreation and Wellness Center.
5. Membership card will ALWAYS be required for access to building.
Facility Entry Procedures

- Club members and coaches should have either a University Recreation and Wellness Center membership (purchased at the University Recreation and Wellness Center or through Student Service Fees) or an Affiliate Card in order to access practice facilities.
- Entry should be through the front door of all facilities. Misuse of elevator keys or propping doors will not be tolerated.
- Upon entry, your U-card or an affiliate card with ID must be presented.

Conflicts in Schedule

- In the instance that another group is scheduled for the same time as your club’s practice, simply contact a facility supervisor and ask to see if there are any other accommodations available at that time.
- If a supervisor is not available, try and accommodate the other group for the time being. You will not be giving them permission to use the space, simply making changes to the clubs set up to reduce interference.
- After practice, complete an incident report form with all of the details, including contact information of the other group and the name of the facility supervisor. Turn this in immediately the next day so the program staff has time before the next practice to see that other arrangements are made for the group.
- Every effort will be made to minimize conflicts, but clubs must be a positive advocate for the URWC in all situations. This includes those situations where the club may have to compromise one practice, in order to give the facility managers time to make corrections.

Guests

- Club guests may consist of family and friends who are interested in watching their student practice or prospective club members who have not yet decided if they want to join.
- Clubs can put their guests on a Sport Clubs pass list and must notify Sport Clubs Program Director one week in advance.
- The guest will need to present their photo ID to the attendant for admission.
- Participation waivers will need to be completed if the guest wants to participate in club activities.

Keys

- Keys checked out to club members (the key holder) are the sole responsibility of this individual.
- Keys can be checked out through the Sport Clubs Program office, at the beginning of the school year and must be returned before the end of the spring semester.
- Key holders will also be responsible for lock or key replacement, or any other damages, if the key becomes lost.
- Keys should only be used in a manner to assist club functions.
- Key holders are responsible for checking that all doors are locked once the club leaves the facility.
- Keep in mind all clubs may not have keys.

Practice Requests

- Practice facility requests are submitted to clubs on a semester basis, as listed on the Sport Clubs Calendar.
- For best results, clubs should try and stick to the previous year’s practice schedule. Changes can be requested, but are not guaranteed.
- Outdoor clubs can request indoor practice facilities for the winter months.
Clubs can request up to eight (8) hours of practice time per week. Exceptions can be made on a case by case basis and must be approved each year.

Clubs can only request space and time for club hosted, managed, and governed activities.

Practices may be scheduled when facilities are normally closed.

**Practice Changes**
- Clubs must notify the Sport Clubs Program staff in the instance the club is canceling or making changes to a specific practice.
- 48 hour notice is required.
- Additional practice time may take longer to get approval. These requests should also be submitted to the Sport Clubs Program staff during the practice facility request process.

**Practice Schedules**
- Clubs are authorized to practice and meet when scheduled by the Sport Clubs Program staff.
- Facilities and fields that are unoccupied are not considered available for the club to use.
- Practice schedules should be announced two weeks prior to the start of school. Contact the Sport Clubs Program staff for specific details.

**Time Limits**
- Clubs should not request more than eight (8) hours of practice per week. Exceptions can be made, but only on a semester basis and after they meet with the Sport Clubs Program Coordinator.
- Practice times may be limited to the availability of facilities.
- Clubs may practice only during the times designated on their practice schedule distributed to them by the Sport Clubs Program staff.

**SPECIAL EVENT GUIDELINES**

**Cancellations**
- Clubs must notify the Sport Clubs Program staff if an event is cancelled.
- If notification is less than four (4) business days prior to the start of the event, the club may be charged for the anticipated supervisor fees. The event will count as one of the two major special events the club can host on campus.
- Bad weather or unforeseen circumstances may require that an event be cancelled at the last minute. As long as it is in the best interest of the participants, University, the fields or the facility, the club may not incur the expense of the cancellation.

**Reservations—NEW FORM!**
- Clubs can only request space and time for club hosted, managed, and governed activities.
- Clubs are allowed to host two events per semester, free of charge, on URWC fields or facilities. Other venues may charge rent. This does not include regular season events (these are rent-free).
- Regular season games can be scheduled on URWC fields and facilities. These are limited only by space availability throughout the year.
- All special events MUST be approved by the Sport Clubs Program staff.
- Reservation can be made through the SCO via the Event Proposal Form. Clubs should submit these requests at least three (3) weeks prior to the event date.
**EVENT PROPOSAL FORM INSTRUCTIONS**

1. Enter the facility in which you would like to reserve space.

2. List two options for date & time that you would like to reserve.

3. Each club is allowed 2 rent-free events per semester on URWC fields and facilities. Regular season events are already rent-free. Indicate if this event should be considered one of the two allowed rent-free events.

4. Enter a detailed description of any charges involved with hosting this event. All clubs must include Event Staffing in this area, which is a standard of $15.00 per hour.

5. Enter a detailed description of any revenue expected to be gained from hosting this event (e.g. registration fees charged to other teams, gear sales, etc.)

6. DON’T FORGET THE BACK PAGE!
**Charges**

- If the special event is a fundraising endeavor for the club, the club may be charged up to 20% of the club’s final income for URWC and Athletic facility rentals.
- Clubs may be charged for chair and table rentals, student supervisors, or other miscellaneous expenses. Meet with program staff to determine exact costs.

**Setup & Preparation**

- When submitting an Event Proposal Form, clubs need to specify any potential set up requirements they need to host their event.
- Safety/facility officer should meet with Sport Club Program Director 1 week prior to event to discuss any set-up logistics.
- Depending on the facility space reserved, some set up options may be limited. This will be determined on a case by case basis.

**EQUIPMENT**

Club equipment is defined as items the club owns with the intent to be utilized during club practice, competition, or events. This can include major machinery, balls, goals, uniforms, boats, disks, etc. Club officers are responsible for equipment purchasing decisions, for arranging purchases and maintenance, and for managing how the equipment is used. All club equipment is considered property of the University of Minnesota. If a club dissolves, its equipment becomes property of the University, not of the individual club members. The sale or disposal of any equipment must be approved by the Sport Clubs Program Director.

**Maintenance**

- It is the club’s responsibility to maintain all club equipment.
- Service and supplies needed to maintain the club equipment can be paid for with club funds, once approved by the Sport Clubs staff.

**Storage**

- Each piece of equipment must have an approved storage area for both in-season and off-season.
- Storage facilities can be rented with club funds.
- Minimal storage is available through the Sport Clubs Office. Contact the staff for availability.

**Property Insurance**

- Club equipment that is considered valuable to the club or the University should be covered under a property insurance policy. It is the responsibility of the club to purchase the insurance policy, but it must first be approved by the Sport Clubs Program staff.
- Personal property is entirely the responsibility of the owner of the item.
INSURANCE

General Liability Insurance
This insurance, which includes coverage for employees, students of the health professions, student teachers, and students while they are acting within the scope of their duties, is provided through RUMINCO LTD., a captive insurance company wholly owned by the Regents of the University of Minnesota. Essentially this means that all liability claims and related expenses are provided for with University funds.

General Liability pays for legally liable damages (brought about by facility defects) causing:

- Bodily Injury or Property Damage

Certificate of Insurance
Clubs may have to provide proof that they are covered by a general liability insurance policy. This proof can be provided through a certificate of insurance. Clubs can request this certificate of insurance from the Sport Clubs Program staff. It will take two weeks to obtain the certificate.

When requesting a certificate, the following information will need to be provided to the Sport Clubs Program staff:

- Name and address of the organization, group or business requiring the certificate.
- Type of insurance and limits required (a copy of the insurance portion of the agreement needs to be submitted to Sport Clubs Office).
- Type of activity the club will be involved in.
- Date of the event.
- Club member contact information.
- Organization, group, or business contact information.

Insurance Deductibles
The University, Department of Recreational Sports and the Sport Clubs Program will not be responsible for insurance deductibles incurred by individual club members or individual sport clubs actions. These deductibles will need to be paid in full by the individual or the club.

Personal Health Insurance
Individuals involved and associated with the Sport Clubs Program must provide their own personal health care insurance.

Vehicle Insurance - Personal Vehicle
When clubs choose to use their own personal vehicles on University business, the owners should be aware that the owner’s liability insurance, not the University’s will be the primary insurance if an accident occurs.

The University does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own.
**Vehicle Insurance- Off-Campus Rental Vehicle**

The University has a contract with National Car Rental and clubs should take advantage of this when they can. Clubs will receive better rates, not have to purchase extra insurance or have to pay the young drivers fee.

When it is necessary to rent a vehicle from outside the University, the club reserving the vehicle must first verify insurance protection on the vehicle from the vendor. Insurance coverage will not be provided by the University insurance policy. The verification must be in the form of a certificate of insurance from the rental or leasing firm. This certificate should state that the insurance on the rented or leased vehicle conforms with Minnesota "no fault" state law.

**Vehicle Insurance- University Owned Vehicle**

Damage to University vehicles, either rented from the Sport Clubs Program or Fleet Services, will be covered by the University of Minnesota's insurance policy in most situations. Liability coverage, for the vehicle or property hit, is full coverage.

The individual or the club responsible for the damage will be required to pay for the damage deductible. This deductible is **$500 per incident** if an authorized driver is driving. This deductible can increase to up to **$10,000** when an unauthorized driver is behind the wheel.
EMERGENCY CONTACTS

The following is the Sport Clubs Program emergency contact list. Please call down the list in order. If there is no answer, be sure to leave a detailed message and your contact number.

Mikayla Miller  (c) 651.307.5944 (w) 612.626.8014
Jessica Novotny (c) 612.799.6790 (w) 612.625.2083
Tony Brown    (c) 612-490-3112 (w) 612.625.5856

*TRAVEL COORDINATORS ARE REQUIRED TO CARRY THE SPORT CLUBS PROGRAM EMERGENCY CONTACT CARD AT ALL TIMES WHEN TRAVELING.

In case of a fleet services vehicle mechanical or maintenance problem, please contact:
Fleet Maintenance  (w) 612.625.7817 (c) 612.280.1674

Vehicle Emergency Procedures

1. Basic Assessment of Problem.
   If injury related, call 911 and then call the Sport Clubs Staff.
2. For disabled vehicles,
   - Call 1-800-987-6591, number is on the back of the Voyager card, for emergency/mechanical assistance.
   - If additional assistance is needed, contact the Sport Clubs Staff.
   - Make arrangements with Sport Club Program staff for:
     - Overnight accommodations
     - Alternate transportation home
3. For non-disabled vehicles
   - Take vehicle in for inspection at nearest auto repair facility.
   - Call the Sport Clubs Staff with an update.
4. Payment of services determined by Sport Club Program staff.

Reporting to the Public

- In the case of an emergency situation where the press would arrive, clubs are not permitted to discuss any information.
- The Club’s responsibility for this type of information is to contact Sport Clubs Program staff first, prior to talking with anyone.

Controversial, accident related and emergency topics associated with the University Recreation and Wellness department and the sport club are the responsibility of the University Recreation and Wellness. Forward all such requests for information to the Sport Clubs Program staff, and they will forward it on to the Director.
University Recreation and Wellness
EMERGENCY ACTION PLAN (EAP)

*DO NOT under any circumstance talk to the press/media; refer them to the Sport Clubs Program Director.

EAP: Campus Facilities

The following pages will give information about the Emergency Action Plans for all the indoor and outdoor facilities on campus. Safety/Facility Coordinators are responsible for having a basic knowledge of the EAP for the location their club practices at. Information included for each will be:

- Phone location
- First aid kit location
- AED location
- Fire exit
- Severe weather safety area
- Location of fire extinguishers
EAP: COOKE HALL & ROOM 308

The emergency phone is located in Gym 325 on the east wall. A sign is located near the phone, which provides specific information and directions to Cooke Hall. This information is provided for the caller in case of emergency.

Signs are located near the phones, which provide specific information and directions to Cooke Hall. This information is provided for the caller in case of an emergency.

The closest first aid kit is located in Room 307 or at the information desk at the front of the Recreation Center.

An Automated External Defibrillator is located across the skyway on the west wall between the north and south gyms in the University Recreation and Wellness Center.

In case of a fire, leave the gym via the emergency exit located at the west end of Cooke Gym. Follow the stairs down to the exit door and exit onto Union Street. **Alternate:** If main emergency exit is blocked, go to either stairwell and proceed out through the lobby of Cooke Hall.

In the event of severe weather, proceed to the basement. Seek shelter in the dry corridor of the Recreation Center. Stay away from the Recreation Center atrium.

Fire extinguishers are located outside the main entrances on the top of this flight of stairs. There are five pull boxes, two are located near each fire extinguisher outside the main entrances, two are located on the wall near the emergency exit on the west side of the gymnasium, and one is located in room 308 on the west wall near the entrance.
Emergency phones are located near the elevator by the Administrative area in the NW corner.

A sign is located near the phone which provides specific information and directions to the Recreation and Wellness Center. This information is provided for the caller in case of an emergency.

There is a first aid kit near the elevator by the Administrative area in the NW corner.

An Automated External Defibrillator (AED) is located near the elevator by the Administrative area in the NW corner.

In case of a fire, exit using the NE stairwell emergency exit or the South stairwell one flight and out the front entrance. The stairwell near the Administrative offices next to the elevator in the NW corner may also be used.

In the event of severe weather, go down to the basement level of the Recreation & Wellness Center and proceed to the West corridor past the locker rooms.

Fire extinguishers are located in the storage closets for MP 1, 2, 3, 4, & 5 as well as the storage off the corridor just North of MP 1.
An emergency phone is located on the south wall near the main entrance to the building.

A sign is located near the phone, which provides specific information and directions to the Fieldhouse. This information is provided for the caller in case of emergency.

A first aid kit is located inside the Recreational Sports cabinet near the main entrance from the Recreation Center. (see map on next page).

An Automated External Defibrillator is located on the east wall adjacent to the first aid kit.

In case of fire, exit the building through the emergency door located on both the north and south sides of the Fieldhouse.

In the event of severe weather, go into the Dry Corridor of the Recreation Center. Exit out the Fieldhouse through the SE exit doors to the Dry Corridor.

Fire extinguishers are located around the perimeter of the building, near exits and always visibly marked with red paint.

Fire pull boxes are not located in this building.

The emergency entrance for the Fieldhouse is the garage door on the north side of the Fieldhouse on University Avenue (entrance “B” on the emergency entrances map in the index).
EAP: AQUATIC CENTER

There are red emergency phones located around the deck. There is one outside of the Lifeguard Office, one outside of the Meet Management Suite, and one outside of the Pool Operators Office.

Signs are located near the phones, which provide specific information and directions to the Aquatic Center. This information is provided for the caller in case of an emergency.

The first aid kits are located on each lifeguard stand, in the Meet Management Suite, and the Lifeguard Office.

An Automated External Defibrillator is located outside of the Lifeguard Office beneath the Emergency Phone.

In case of a fire, direct people out the east doors (back).  
**Alternate:** Direct people to the West End stairwells and out the landing doors on either the north or south side.

In the event of severe weather, go to the wet corridor of the Recreation Center.

There are seven fire extinguishers located in this building, one located near each corner exit and one near the meet management suite. The other two are located on the south wall, one near the Pool Operators Office and the other near the custodial room.

There are four additional fire extinguishers located on the concourse level of permanent bleachers. There are two fire extinguishers on the north side and two on the south side.

There are six pull boxes located in this building. One is located near each corner exit. The other two are located on the walls on either end of the permanent bulkhead. Four additional pull boxes are located at each end of the north and south concourse.
EAP: COOKE POOLS 10 & 15

There is an emergency phone located by the main doors of each pool.

A sign is located near the phone, which provides specific information and directions to Cooke Hall Pool 10. This information is provided for the caller in case of emergency.

First aid kits are located near the lifeguard chair in Pool 10 and 15.

An Automated External Defibrillator is located on the west wall between Cooke Pools 10 & 15.

In case of a fire in: Cooke 15 - exit through emergency door in Cooke 10. Cooke 10 - leave the pool area via the emergency exit door. 
**Alternate:** leave the pool areas through the Wet Corridor of the Recreation Center and use emergency exit door in Wet Corridor. If in Cooke 15, exit upper level bleachers via emergency exit on the south side.

For a chlorine leak, exit via the Alternate Route. DO NOT GO OUT THE EMERGENCY FIRE DOOR. Walk into the wind.

In the event of severe weather, go into the Wet Corridor.

Fire extinguishers are located in the West Corridor.
Fire pull boxes are located in:
Cooke 10 - Near the emergency exit.
Cooke 15 - In the upper corridor behind the bleachers on the north and south end.

The primary emergency entrance is located in Cooke 10 and is marked with a Red Cross on the door. This is the emergency entrance/exit for both Cooke Hall Pools 10 and 15. The emergency entrance for Cooke Hall Pools 10 and 15 is the fire escape located in the Southwest Corner of Cooke Hall on Union Street (entrance “A” on emergency entrances map in Index).
**EAP: ST. PAUL GYM**

**Phones** for emergency use are located:
- Main Entrance
- Front Desk
- Pool Office & Deck
- Room #9, Lower level manager’s office
- Room #104, Recreational Sports Administrative Offices
- North event entrance vestibule area

First Aid Kits are located:
- Front Desk
- Equipment Room
- Supervisor Waist Packs
- Pool Office
- Lifeguard Stand
- Climbing Wall (storage cart)

An Automated External Defibrillator is located on the wall across from the front desk by the brochure racks.

In case of fire, use emergency exits on the East and West sides of the building, north side of pool, main entrance, north event entrance and north wall of gymnasium 125.

In the event of severe weather go into the locker rooms on the lower level. (See Tornado Warning procedures)

13 fire extinguishers and 16 fire pull boxes are located throughout the building. Please look on the maps for specific locations.
EAP: BIERMAN GYM

There is an emergency phone in the lobby of Bierman Field Athletic Building.

A sign is located near the phone, which provides specific information and directions to the Bierman Building. This information is provided for the caller in case of emergency.

The first aid kit is located in Room 101, the service room for the gym.

In case of fire, exit the building via back emergency exit to the east and proceed up the ramp.

In the event of severe weather, go into the corridor.

Fire extinguishers are located in the corridor near room 125. Fire pull boxes are located near the west exits of the gym.
There is an emergency phone in the Ice Rink Office located in the south hallway next to the vending machine.

A sign is located near the phone, which provides specific information and directions to the Mariucci Arena. This information is provided for the caller in case of emergency.

The first aid kit is located in the Ice Rink Skate Rental Office and in the Zambonie driver’s office.

In case of fire, go out the nearest fire exit, around the perimeter of the building which are clearly marked.

Alternate: Any other fire exit.

In the event of severe weather, leave the rink and bleacher area and go to: good corridors around the rink or best locker room area below the rink stairwell located along main entrance to the rink (south side of building).

In the event of an Anhydrous Ammonia leak, leave the building and go up wind (with the wind in your face). DO NOT go down stairs into the locker room area.

Fire extinguishers are located throughout the building.

Fire pull boxes are NOT located in this building.
EAP: PLAYING FIELDS
(Student Rec. Sports Dome/Field)

An emergency phone is located in the Turf field support building.

A sign is located near the phone which provides specific information and directions to the Student Recreational Sports Field/Dome at 1720 8th Street SE, Minneapolis, MN 55455. This information is provided for the caller in case of emergency.

The first aid kit and AED is located in the support building.

In case of fire, leave the area in a direction away from the fire. If it is safe to pull the handle on the manual alarm box do so on your way out. The Fire Marshall has set the maximum occupant load at 300.

There is a fire extinguisher in the support building.

In the event of a tornado warning or severe weather during regular business hours, go into the basement of the Bierman Field Athletic Building. The weekend and evening supervisor of the BFAB may be contacted to coordinate that building access and their cell # is (612) 369-4669. If there is not time to get to shelter then lay flat in the lowest possible area. In case of a tornado do not use the clubhouse or a car as shelter.
The emergency phone is located in the Intramural office, within the West Bank Clubhouse.

A sign is located near the phone which provides specific information and directions to the West Bank Fields. This information is provided for the caller in case of emergency.

The First Aid kit is located in the Intramural Office of the Clubhouse.

In case of fire, leave the area in a direction away from the fire.

In the event of severe weather, go into a solid building (Wiley Hall) and go to the lowest level. (Do not use the clubhouse unless it is just a thunderstorm). If there is not time, lay flat in the lowest area available.

There is a fire extinguisher in the clubhouse. There are no fire pull boxes in the Clubhouse.
The emergency phone is located in the Intramural trailer.

A sign is located near the phone which provides specific information and directions to the St. Paul Soccer Field. This information is provided for the caller in case of emergency.

The first aid kit is located in the Intramural office of the trailer.

In case of a fire, leave the area in a direction away from the fire.

In the event of severe weather get to a solid building if there is time. Do not use the cars or trailer. If there is not time lay flat in the lowest place possible.

There is a fire extinguisher in the trailer.
There are no fire pull boxes.