

Extracurricular Activities

1. About Extracurricular Activities

Extracurricular activities are activities students voluntarily engage in and play an important role in developing the skills needed as an adult member of society and in furthering one's refinement.

In addition, the various experiences and friends outside of one's own faculty and department that one can gain through extracurricular activities will lead to fantastic and unforgettable memories.

In addition to these circles, there are activities conducted throughout the year by the student councils of each faculty.

Students are encouraged to engage in extracurricular activities appropriate to their interests and aptitudes when attending university and to cultivate social traits, while also further increasing their technical expertise and skills.

Note: 42 cultural and 43 athletic circles currently operate as official university organizations (as of January 2013). See the Introduction to Extracurricular Activities and Circles (separate publication) for details on activities and student council activities.

2. Instructions on Extracurricular Activities

Although extracurricular activities are conducted under the autonomous management of the circles themselves and under the awareness and responsibility of individual members, the university asks that full consideration be given to safety measures based on regular practice and that full care is taken to prevent accidents when planning and implementing circle-related events. The university asks circle leaders to refer to the following points of note, to avoid and foresee dangers, and to work to prevent hazards occurring during circle activities.

The university also asks circle leaders to actively participate in circle leader training workshops and emergency lifesaving courses and to maintain information on emergency measures, etc.

Points of Note

Strictly adhere to the following items when participating in circle-sponsored events and events (tournaments) conducted off campus, etc.

A. Event Plan and Event Notification, Etc.

(1) Event Plan Creation

Prior to implementing or participating in an event, report the details of said event to the circle's advising instructor and sub-mit an event plan signed and sealed by the advising instructor to the Student Support Section of the campus Student Support Office.

(2) Event Completion Report

After completing an event, quickly report a summary of the event to the advising instructor as well as to the Student Support Section of the campus Student Support Office.

B. Implementation of Health Exams Prior to Events

(1) Dates, Times, and Locations of Health Exams

Students should undergo a physical exam in advance when participating in events (tournaments) involving extreme competition and physically demanding sports, etc. When seeking to receive health exams from the Health Service Center as a circle, report to the Student Support Office (health supervisor) at least one month in advance and follow the instructions received.

(2) Reception of Regular Physical Exams

Be sure to take the regular physical exam conducted in April.

Persons taking a re-examination should manage their health, taking full consideration of the cautions, etc., issued by the Health Service Center. In addition, please use the health counseling (internal medicine, gynecology, psychiatry) provided by school doc-tors.

C. Emergency Measures During Events (Tournaments)

(1) Health Condition Awareness

Circle leaders must verify the health of all participating members and prohibit members from participating in events (tournaments), etc., if there are even any slight abnormalities in health. Pay full attention to the need for comprehensive judgment, including not only each participant's health but also their knowledge and abilities, when engaging in activities held during winter and in activities significantly influenced by the natural environment, and weather conditions.

(2) Emergency Hospital Confirmation

Always confirm prior to implementing a circle-sponsored event (tournament), etc., the location and contact methods of the emergency hospital, etc., closest to the event location.

(3) Requesting Ambulance Dispatch (Contact)

In the event an accident occurs during circle activities held at university facilities, etc., and if it is necessary to request the dispatch of an ambulance, immediately report this information to the Student Support Section of the campus Student Support Office (the night duty station or guard station during holidays and evenings).

D. Contacts for Accidents during Extracurricular Activity

In the event an accident occurs during an extracurricular activity, be sure to report to the advising instructor and immediately contact the following:

Student Support Section, Fuchu Student Support Office

Weekday daytime phone: 042-367-5579

Holiday and nighttime phone: 042-367-5664 (night duty room)

Student Support Section, Koganei Student Support Office

Weekday daytime phone: 042-388-7011

Holiday and nighttime phone: 042-388-7007 (guard station)

After being contacted, the university will consider the state of the accident and, if necessary, establish a countermeasure office.

E. Accident Reporting and Insurance Compensation Application Procedures

(1) Accident Reporting

Circle leaders must write an accident report covering the details of the event for which the above offices were contacted and submit it to the Student Support Section of the campus Student Support Office.

Concerning insurance, please be aware that a portion of hazardous circle activities may be excluded from the scope of insurance compensation.

(2) Insurance Compensation Application and Inquiries

a. Personal Accident Insurance for Students Pursuing Education and Research (PAS; including supplementary personal liability insurance for students):

Campus Student Support Office's Student Support Section

b. Liability Insurance coupled with PAS

Japan Educational Exchanges and Services (phone: 0120-811-806)

c. Student Compensation Insurance/Student Comprehensive Mutual Aid

University Co-op (phone: 042-366-0762)

d. Sports Safety Association Insurance

Sports Safety Association, Tokyo Branch (phone: 03-3481-2423)

e. Volunteer Activity Insurance

Japan National Council of Social Welfare General Affairs Department (phone: 03-3581-7851)

F. Safe Usage of Athletic Facilities and Extracurricular Activity Facilities

Athletic facilities and extracurricular facilities are used both for athletic classes and various circle activities, these facilities are equipped with a variety of instruments and equipment. In the event that any damage occurs to facility floors or glass, or to facility implements or equipment, this damage can lead to accidents and injuries, etc. For that, immediately report such incidents to the Student Support Section of the campus Student Support Office.

In addition, although obtaining permission to use facilities by circle leaders from the Student Support Section of the campus Student Support Office is a matter of course, student leaders must also take the utmost care to prevent fires during facility use. Furthermore, after using a facility for normal circle activities or a circle event (tournament), etc., circle leaders must guide circle members so they willingly straighten up and clean the facility so that the next circle that uses the facility can do so without problem. Circle leaders must strictly observe these actions.

