

# Student Government Club Sports Guidelines

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## I. Statement of Philosophy

Rochester Institute of Technology Student Government recognizes and supports the role and value of Club Sports as a form of educational recreation, promoting physical cognitive, social and emotional growth.

## II. Purpose and Direction

### **Mission**

Club Sports at Rochester Institute of Technology provide opportunities for students to participate in selected sports organizations at a greater level of engagement, providing training, skill development, and competitive activities with teams from other universities as alternatives to intramurals and varsity athletic teams. These Club Sport organizations provide athletic activities where sport skills, personal leadership skills, and group dynamics are exercised in a structured manner within the context of a safe and integrated program.

### **Vision**

The vision of the Sport Clubs program is to provide an arena whereby students may become student-initiated and student-managed organizations which are involved in the RIT community in such a manner so as to increase their affinity to the university, experience a team and group phenomena within the context of competitive sports while representing RIT, and create long lasting memories and friendships.

## III Objectives of Club Sports

The Club Sports Program at Rochester Institute of Technology is recognized by the RIT Student Government and coordinated by the Center for Human Performance in an effort to:

- Develop determination, courage, self-fulfillment, emotional control, and the skills to perform effectively in a competitive environment.
- Ensure the welfare and safety of all participants.
- Promote the health and fitness of students.
- Develop sportsmanship and teamwork.
- Provide programmatic and safety regulations to assist them in program development.
- Provide administrative services and policies that apply equally to all club sports within a manageable system that is overseen by Student Government and the Center for Human Performance.
- Provide a catalyst for promoting school pride, spirit and unity.
- Promote interaction between various colleges.

## IV Policies for Club Sports

### A. Terms of Recognition

1. Varsity vs. Club  
Club sports can only be recognized in areas where RIT does not sponsor both a varsity and intramural sport.
2. Recognition is an official status given to various student groups who wish to function at RIT. It grants certain privileges and responsibilities to these organizations. These privileges are granted with the assumption that the organization acts within and complements the Institute's educational mission as listed in the RIT Education and Access goals.
3. The President of RIT, as the chief administrative officer on the campus, or his/her designee may grant or withdraw recognition from any campus organization (see section V.B.2).
4. Recognition requires that each group must agree to carry on their activities *in a manner that complies with RIT's Student Rights and Responsibilities and Institute's regulations and does not violate federal, state, or local laws.*
5. Official Recognition can be refused or revoked at any time if the group:
  - Contradicts the objectives and mission of SG and/or RIT, or *the spirit of these Guidelines*
  - Engages in activities that interfere with normal activities of the Institute or the rights of others within the Institute
  - Engages in activities that present danger to property, personnel and/or functions of the Institute

- Refuses to comply with federal or state laws, or Institute rules and regulations. (*RIT's Students Rights and Responsibilities Handbook pg48*)
6. Alumni are not allowed to participate in any competitive activity, including practices, official meets or games, and formal scrimmages. (Alumni scrimmages may occur when properly administered through event registration.)
  7. There will be a Club Sport Meeting Quarterly and it is required that all members from Club Sports teams attend. This meeting will be coordinated by the Assistant Director for Campus Life Programs and the Center for Human Performance.
  8. For the Budget process please see the Club Budget Manual, which can be found online at <http://clubs.rit.edu/resources.php>.

## **B. Eligibility**

1. Participation is limited to students who are registered in the present quarter. Officers and Captains are limited to students who are in good standing (not on a current sanction of Disciplinary Probation or more severe sanction) according to RIT's judicial and academic policies (not on a current sanction of Academic Probation or sanction more severe).
2. Depending on the particular league, participants may not be active or have been previously active in professional sports.
3. Participants must also:
  - Have completed an Agreement to Participate Form (See Appendix 2)
  - Have Medical Insurance coverage
  - Have proof of coverage at all games
  - Meet the membership requirements of the club's Constitution (approved by the Center for Campus Life and the Club Review Board)

## **C. Club Coach Responsibilities**

1. When applicable, the coach is a *volunteer* position and may be staff, faculty, or non-RIT community member (non-student) who has specialized in the area of concern and is approved by the Assistant Director for Intramurals and Club Sports.
2. Duties are to:
  - Develop and improve skills
  - Coordinate practices and game schedules
  - Develop and employ safety procedures
  - Attend games, home and away, and practices
  - Coordinate equipment and supplies with the club president
  - Make sure all injury reports are filed with Campus Safety
  - Promote good sportsmanship on and off the field
  - Make sure the club follows all Club Sports and RIT policies

## **D. Club President Responsibilities**

1. Duties are to:
  - Administer club meetings
  - Serve as a liaison between the club and Student Government, Assistant Director for Campus Life Programs, and Assistant Director for Intramurals and Club Sports
  - Hand in a completed roster, insurance coverage forms, release forms for all members and Injury Report Forms
  - Keep an updated roster with the Center for Campus Life
  - Prepare and submit an annual budget
  - Responsible for the conduct of the team
  - Update club constitution
  - Complete any additional duties which may be outlined in club by-laws
  - Ensure that all equipment used by any member is in good working order
  - Coordinate travel arrangements for the club when appropriate, including financial transactions and documentation during trips

- Be responsible for ensuring the legitimacy of the officials for each event

### **E. Club Advisor Responsibilities**

Each group is required to maintain an advisor who is a full-time faculty or staff member of RIT. The advisor will be responsible for attending meetings, signing Student Government financial request forms and providing general assistance to the group as outlined in the Advisor's Manual.

### **F. Class Attendance**

Academics is a priority, no classes should be missed due to practice or athletic events. Choosing to miss class is the sole responsibility of the student.

### **G. Travel**

Before any travel arrangements can be made, a travel form must be completed and submitted to Event Registration (EVR). By submitting a travel form to EVR the travel will be registered. Once the travel is registered, EVR will send you an email confirming the travel. Once that email is sent out, travel arrangements can be made with the SG Bookkeeper. All travel arrangements will be made with the SG Bookkeeper **at least 2 weeks prior** to the trip. There will be no reimbursement for travel expenses which are not previously approved. During the actual trip, the club is expected to uphold the image of RIT and act in a sportsmanlike manner when visiting off campus competitions. **Team Members and their guests are expected to follow the Code of Conduct contained in the RIT Rights and Responsibilities Handbook regardless of whether they are on or off campus. Groups of team members can be held accountable for the Code of Conduct for official and unofficial business.**

**Warning:** Travel in participants' cars is discouraged and is not covered by RIT insurance policies. The driver's/owner's personal insurance is considered the primary carrier when students choose to travel in their own cars.

*Different options or Van rentals:*

- Van through SG (free)
- Vans through Campus Safety
- Vans through rental company with discussion of insurance

Coach Reimbursements for travel can only occur when approved by the Assistant Director for Campus Life Programs. The funds will be taken directly from the club sport budget.

### **H. Insurance and Medical Consideration for Participants**

1. Each club member must complete an **Agreement to Participate Form** and submit it to the Assistant Director for Intramurals and Club Sports prior to participation in any club activity.
2. Each participant shares with the other members the concern and responsibilities for safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.
3. Participants are responsible for discussing any known physical problem which may limit participation in the club sports program with the Student Health Services medical staff (located in the Student Life Center South side, first floor) or with their family doctor, as well as the coach. This must be accomplished prior to participation.
4. Participants are obligated to wear proper dress and required protective equipment.
5. Should an injury occur during participation in the activity, an RIT Club Sports Injury Report (See Appendix 3) must be filed with the Assistant Director for Intramurals and Club Sports and Campus Safety within 24 hours. A copy will be sent to the Assistant Director for Campus Life.
6. **Participants must carry some form of health care insurance.** Personal health insurance is required for all members who will travel off campus to participate in club related activities.
7. An injured participant is responsible for all financial obligations and for any treatment necessitated by an injury.
8. Participants are responsible for proper conditioning as a prerequisite for participation.
9. CPR and First Aid training is highly recommended for members of Club Sports.

## **I. Game Scheduling**

Before home games can be finalized, the president will have to clear times and field reservations through the Office of the Center for Human Performance. The schedule must be submitted to the Assistant Director for Campus Life Programs at least one month prior to the time of the game. All approved schedules and crowd expectations should be reported to Campus Safety.

## **J. Scheduling Guidelines**

Sports Clubs should:

- Arrange a tentative schedule for fall in the spring and for spring in the fall.
- Arrange a schedule with clubs that have comparable ability.
- Advise the opponent's president and RIT if the event has a postponement or cancellation.

## **K. Game Officials**

1. The Center for Human Performance does not approve the officials. Officials must prove league affiliation at least one month in advance of the competition, in conjunction with the Center for Campus Life.
2. Certified game officials must be contacted to officiate all club sports activities. These officials must be paid with a certified RIT check.
3. Payment by RIT Checkwriting only.
4. Name, address & social security number and completion of a W-9 Tax form are required.
5. Dates of services are required.
6. 10 business days needed for check.

## **L. Conduct and Ethical Standards**

All club members shall be expected to act in a mature, sensible and responsible manner both on and off campus and in club related activities and situations. Each club member is representing RIT and will be expected to be a credit to the RIT Sports Club program. Members collectively have the following responsibilities: The writing of and compliance with their own constitution and by-laws in collaboration and approval from Campus Life. They will need to follow Student Government Club Guidelines, establishment of the duties of their executive boards, and development of an annual budget.

## **M. Hazing**

The RIT definition and policy regarding hazing can be found in the RIT Code of Conduct, Section 10, listed within *The Rights and Responsibilities*.

## **N. Use of Space**

1. Club Sport representatives can request the use of indoor and field facilities for practice and competition through the Assistant Director for Intramurals and Club Sports located in the Student Life Center (SLC).
2. Requests for the Club/Intramural fields and Student Life Center can be submitted to the Main Office of the SLC on a Facility Reservation request form.
3. Upon the completed scheduling of the Intramural programming, unused weekday time will be granted to the Clubs requesting time during the quarter. Saturday and Sunday times are available on a first come, first served basis. Saturday times are 12 noon to 2 p.m. Sunday times are 10 a.m. to 12 noon in the SLC. Approval is based on availability of space and compliance with usage policy.
4. Requested times must coincide with normal building operating hours.
5. The fields behind Grace Watson Hall and the Club field must also be scheduled with the Assistant Director for Intramurals and Club Sports. Special events involving entry fees, outside sponsorship fund-raising activities or social events must be cleared through Event Registration in the Center for Campus Life.

# Agreement to Participate Form

## ROCHESTER INSTITUTE OF TECHNOLOGY RELEASE AGREEMENT

I, \_\_\_\_\_, wish to participate in the \_\_\_\_\_ (the "Activity") offered by Rochester Institute of Technology ("RIT"). As a precondition to participating in the Activity, I have read the following Release Agreement (the "Agreement") and agree to its terms.

1. Assumption of Risk. I understand that participating in the Activity entails inherent risks including, but not limited to, the risks described in the Activity Detail Form. This Activity Detail form may be attached to this agreement or may be viewed at [www.rit.edu/~311www/iaforms.php3](http://www.rit.edu/~311www/iaforms.php3). A copy of this form may also be obtained from the Interactive Adventures program office. I have been given the chance to ask questions concerning this Activity Detail Form and all such questions have been answered to my satisfaction. Having read this form, I am fully aware of the risks and hazards associated with the Activity, and hereby elect to voluntarily participate in the Activity. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me as a result of participating in the Activity, unless caused by the gross negligence or wilful misconduct of RIT, its officers, trustees, agents, employees or volunteers (the "Releasees").

2. Liability Release. In consideration for RIT allowing me to participate in the Activity, I agree I will not sue the Releasees and I release the Releasees from any and all liabilities, claims, demands, actions, causes of actions, costs and expenses of any nature whatsoever arising out of any loss, damage, or injury, including death, that may be sustained by me or to any property belonging to me, arising from the Activity or while upon the premises where the Activity is being conducted, excepting those claims arising from the gross negligence or wilful misconduct of the Releasees.

3. Indemnification. I agree to indemnify and hold harmless the Releasees from and against any loss, liability, damage or costs, including court costs and attorneys' fees, that Releasees may incur arising from my involvement in the Activity, excepting those claims arising from the gross negligence or wilful misconduct of the Releasees.

4. Warranty of Physical Fitness. I warrant that I am physically fit and in a condition that will allow me to participate fully in the Activity. I maintain medical insurance that covers me for accidents and illnesses while I am participating in this Activity. I understand the Releasees have not made, nor will make, any investigation into my physical fitness or ability to participate in the Activity and Releasees are relying on my warranty of my physical condition. I assume full responsibility for payment of medical expenses not covered by this insurance incurred as a result of my participation in the Activity.

5. Emergency Medical Treatment. I grant the Releasees permission to authorize emergency medical treatment as they deem appropriate, and agree that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

It is my express intent that this Agreement shall bind the members of my family and spouse (if any), my estate, heirs, administrators, assigns or personal representatives. I agree that this Agreement and any claim arising from my participation in the Activity shall be construed in accordance with the laws of the State of New York, without regard to its conflict of laws provision. The courts in Monroe County shall be the forum for any lawsuits arising from the Activity or incident to this Agreement. The terms of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal or unenforceable, the validity of the remaining portions shall not be affected thereby.

In signing this Agreement, I acknowledge that I have read both sides of this Release Agreement form, understand it, and agree to be bound by its terms. I further acknowledge that I sign this Release Agreement voluntarily and I am at least eighteen years of age.

Name of Participant (printed)

Signature

Date

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THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND BEFORE SIGNING. (Rev. 4/98)

# ACTIVITY DETAIL FORM

**Name of Activity:**

**Date(s) of Activity:**

**Location of Activity:**

**Description of Activity:**

**By participating in these activities you may be exposed to several inherent risks, including by not limited to those listed below:**  
Bruises, scrapes, head and neck injury, concussions, back injuries, broken bones, loss of limb and possibly even death.

In our effort to conduct a safe event, we request that you conduct your participation with the safety of yourself and others in mind.

Please read and sign the Release Agreement on the reverse side of this form.

## RIT Club Sports Injury Report

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SS#: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Circle One: Student Faculty Staff Alumni Guest

Activity: \_\_\_\_\_

Location (facility, field etc.) where injury occurred: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_

\_\_\_\_\_ How was injury treated: \_\_\_\_\_

Was the Ambulance/EMT called? Yes No

Was the person taken to the hospital? Yes No

Ambulance used: RIT Henrietta Other \_\_\_\_\_

Person filling out this report: Name \_\_\_\_\_

Phone: \_\_\_\_\_

Please return this form to: Hale Andrews Student Life Center, Room 1218,  
Club Sports Office