



# JOHN CABOT UNIVERSITY ATHLETICS

## **ATHLETICS DEPARTMENT HANDBOOK**

**2016-2018**



## Table of contents

<b>1. Role and purpose of Athletics Department .....</b>	<b>03</b>
1.1 Core Values .....	03
1.2 Mission .....	03
<b>2. Administration of Athletics Department .....</b>	<b>04</b>
2.1 Administration .....	04
2.2 University Affairs Athletics Committee .....	05
2.3 John Cabot University Athletics Committee .....	05
<b>3. Membership and Eligibility .....</b>	<b>05</b>
3.1 Membership Benefits .....	05
3.2 Physical Exam .....	05
3.3 Membership Eligibility .....	06
3.4 Membership Plans, Renewals .....	07
<b>4. General Rules and Regulations .....</b>	<b>07</b>
4.1 Conduct .....	07
4.2 Informed Consent .....	07
4.3 John Cabot University ID Cards valid for intramural sport, Recreational Activities and Fitness Center .....	07
4.4 Entrance/Exit Fitness Center .....	08
4.5 Risk management .....	09
4.6 Class Attendance .....	09
4.7 Conflicts in extracurricular activities .....	09
4.8 E-Mail Usage Policies .....	09
<b>5. Facility Utilization .....</b>	<b>10</b>
5.1 Use of facilities .....	10
5.2 Sport facility form request application and approval .....	10
5.3 Promotion .....	10
5.4 Facilities Supervision .....	11
5.5 Fitness Center Facilities.....	11
<b>6. Athletics Department Procedure .....</b>	<b>11</b>
6.1 Athletic Coordinator .....	11
6.2 Coaches .....	12
6.3 Assistants Coaches .....	12
6.4 Athletics Department Meetings .....	12
6.5 Athletics Sport and Recreational Travels .....	12
<b>7 Athletics Forms .....</b>	<b>12</b>
7.1 Athletics Department Individual Participant Registration .....	12
7.2 Waiver of Liability, Assumption of Risk and Emergency Contact .....	13
7.3 Athletics Form .....	13
7.4 Injury, Illness and Incident Report .....	13

## **I. Role and purpose of Athletics Department**

The John Cabot University Athletics Department is a part of the Student Services Department. It is committed to provide unparalleled educational and instructional programs, services and facilities to John Cabot University students, faculty, staff and alumni, with the aim to promote health and wellness and provide sport and recreational activities, in order to strengthen the campus community.

The athletics program consists of *Recreational activities, Sports Teams and Outdoor Education*, to develop the integrity, sportsmanship, and equal opportunity for all members of the John Cabot University Community (Faculty, Staff and Students). The Athletics Department personnel, (staff and coaches), are viewed as educators who are expected to contribute to the student-athletes' educational experience teaching:

- Good health habits
- Sportsmanship and how to show fair-play in all situations
- Socially acceptable behavior
- Ethical conduct

### **1.1 Core Values**

#### Quality

- Instruction
- Facilities
- Customer Service

#### Student Development and Service

- Employment
- Recreational Opportunities
- Instructional Programs

#### Campus Community

- Foster Relationships with Students, Faculty, Staff and Alumni
- Provide Secure Environment

### **1.2 Mission**

#### Sports

The mission of the Athletics Department is to provide an athletics program committed to integrity, fairness and competitiveness that is consistent with and in support of the mission of John Cabot University.

The Athletics Department can be member of external Institutions that regulate the intercollegiate sport activities.

## 1. Recreational Sports

John Cabot University students, faculty and staff are welcome to participate in the recreational sport program, which is designed to connect and inspire people of the University community to lead active and healthy lifestyles. In fact, regular exercise helps them keep fit, and improve their state of mind and general quality of life too.

: The Recreationl sport center consist of:

### Fitness Center

The University offers to its students, staff and faculty free access to the Fitness Center and the fitness classes organized by the Athletics Department.

### Intramural Sports

The John Cabot University intramural sports program offers the opportunity to participate in a non-competitive intramural tournaments where playing time and fun is equal for all participants. The values of intramural sports are based on trust and respect of referees, coaches, peers and spectators during activities. The aim of the Intramural Sports Area is to develop physical skills and fitness through regular practice.

### Personal Training Services

Members can get a personalized workout if interested in developing a specific health and fitness plan to improve their fitness, or need to create a post-rehabilitation strategy for an injury. The Athletics Department makes available to its members two Personal Fitness Trainers for free. Please check the bulletin board for specific working hours.

### Outdoor Sports

The John Cabot University outdoor sport program has the aim for students, faculty and staff, to enjoy off-campus activities such as trekking, rowing, riding bicycles, etc., through outdoor adventures big and small.

## 2. Intercollegiate Sports

John Cabot University participates in the University Tournament of Rome with its Soccer, Basketball and Volleyball teams.

## **II. Administration of Athletics Department**

### **2.1 Administration**

Under the supervision of the Director of Student Services, the Athletics Department is coordinated by ASD Stone Tower, whose office is located at:

JCU Fitness Center - Gianicolo Residence

Vicolo della Penitenza 26 - 00153 Rome, Italy

Tel. (+39) 06 68191266

[athletics@johncabot.edu](mailto:athletics@johncabot.edu)

The current *Athletics Department* is comprised of Director of Student Services Athletics Coordinators, and Athletics Student Assistants. The contact information is listed below:

#### Director of Student Services

Pilar Murguia – [mmurguia@johncabot.edu](mailto:mmurguia@johncabot.edu)

#### Athletics Coordinators [athletics@johncabot.edu](mailto:athletics@johncabot.edu)

Marco Iorio – [miorio@johncabot.edu](mailto:miorio@johncabot.edu)

Alessandro Ronald Sabelli – [asabelli@johncabot.edu](mailto:asabelli@johncabot.edu)

### **2.2 University Affairs Athletics Committee**

The University Affairs Athletics Committee represents the opinions and concerns of the John Cabot University Community in matters related to the programs, resources, and physical facilities of the University's Sport and Recreational activities Program. The board of this committee is composed by the following members: 1) President of the University; Vice President for Operations and Finance; 3) Director of the Student Services ; 4) Athletics Coordinators.

### **2.3 John Cabot University Athletics Committee**

The John Cabot University Athletics Committee is concerned with all aspects of the collegiate Athletics and recreational-sports activities program. The JCU Athletics Committee invites student-athletes and others (i.e. coaches) to meet with the Committee periodically to discuss matters of mutual concern.

The board of this committee is composed by the following members: 1) Director of Student Services; 2) Athletics Coordinators; 3) Each sport-team will be represented by one student-athlete (chosen by their teammates); 4) Student Conduct Coordinator.

## **III. Membership and Eligibility**

### **3.3 Membership Eligibility**

John Cabot University Athletics Department does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, marital or parental status, or disability in any of its policies, programs and services.

All memberships are subject of proof to affiliation, confirmation of employment or proof of enrollment. Memberships will remain pending proof of membership eligibility until the staff\faculty\ students' hands in the signed Athletics Form and the Physical Certificate.

#### Full Time Students – Degree Seeking Students

- Students must be over 18 in order to have access to the JCU Fitness Center facilities and participate in the JCU Athletics Office sponsored activities, classes and events. Minors must contact the Athletics Office.
- Students attending the John Cabot University are eligible for membership to any sports program or recreational activities sponsored by the Athletics Department.
- Individual must be recognized by the Office of the Registrar as a full-time student as determined by John Cabot University. For eligibility questions, contact the Office of the University Registrar at [registrar@johncabot.edu](mailto:registrar@johncabot.edu)
- Membership is granted for the current enrolled semester only.
- During the summer, continuing full-time students are granted membership if they were full-time students in the Spring Semester and Pre-registered as full-time students for the Fall Semester in that year.
- All graduating students will continue to have access until the end of their last semester as a registered full-time student
- If your status as a full-time student changes at any time, your membership to any sports program or recreational activities sponsored by the Athletics Department will be terminated. You may be eligible to request a new membership under a different John Cabot University affiliation.

#### Part-Time Students (Study Abroad Students)

- Students must be over 18 in order to have access to the JCU Fitness Center facilities and participate in the JCU Athletics Office sponsored activities, classes and events. Minors must contact the Athletics Office.
- Memberships to any sports program or recreational activities sponsored by the Athletics Department can be activated by submitting the relative forms and documents to the Athletics Office.
- Individual must be recognized by the Office of the Registrar as a part-time student as determined by John Cabot University. For eligibility questions, contact the Office of the University Registrar at [registrar@johncabot.edu](mailto:registrar@johncabot.edu)
- Membership is granted for the current enrolled semester only.
- If your status as a part-time student changes at any time, your membership to any sports program or recreational activities sponsored by the Athletics Department will be terminated. You may be eligible to request a new membership under a different John Cabot University affiliation.

#### Faculty/Staff

- Faculty and staff, teaching\working at John Cabot University are eligible for membership to any recreational activities sponsored by the Athletics Department.
- Faculty/Staff must be recognized by the Office of Human Resources at John Cabot University as current faculty/staff (full-time or part-time). For eligibility questions, contact the Chief of Staff at [president@johncabot.edu](mailto:president@johncabot.edu)

- If your status as a faculty/staff changes at any time, your membership to any sports program or recreational activities sponsored by the Athletics Department will be terminated. You may be eligible to request a new membership under a different John Cabot University affiliation.

## ALUMNI

- Individuals must be recognized by the Alumni Association as determined by John Cabot University. Individual must have received a Bachelor and/or Graduate Degree from John Cabot University and be registered with the JCU Alumni Association. John Cabot University Certificate Program Graduates are not eligible for alumni memberships. For eligibility questions, contact the JCU Alumni Association at [alumni@johncabot.edu](mailto:alumni@johncabot.edu).

### 3.1 Membership Benefits

Membership to *Intercollegiate Sports and Recreational Sport Programs* admits members into the sports facilities and allows them to use all available equipments and facilities during posted recreation times including:

- Participation in open recreation activities
- Participation in Intercollegiate and Intramural Sport Activities
- Participation in Fitness activity, including the use of cardio and fitness equipment of the JCU Fitness Center
- Use of the locker rooms

### 3.2 Physical Exam

As required by Italian Law, any student\faculty\staff who intends to participate to any activities or use any sports facilities must submit a *Physical Exam* issued by an Italian Doctor. (Please notice that certificates are valid only for one year since the issue date). This is a mandatory requirement prior to participation in any activity and can be performed in the following ways:

- 1) “*Visita medica agonistica*”, performed by an Italian local physician specialized in “Medicina dello Sport”, for participation in any sports (required only for the JCU members of sports team);
- 2) “*Visita medica di sana e robusta costituzione*” performed by an Italian local physician for recreational and fitness activities (required for all members).

The physical forms submitted will be kept on file in the Athletics office located in the JCU Fitness Center.

### 3.4 Membership Plans, Renewals, and Period

Membership is included in the tuition fee for all full time and part time students.

Alumni will need to pay an activity fee for each semester they intend to use the Fitness and Recreational center.

Membership is granted for the current enrolled semester only. All memberships are inclusive of University breaks, holidays, and facility closures.

Access to the Fitness and Recreation Center and any other sport facilities for members is based on the Academic Calendar.

## **IV. GENERAL RULES AND REGULATIONS**

The following rules and regulations governing the use of all sport and recreational facilities have been created to provide equal opportunity and protect the rights of each participant. As a member of the university community, you have a responsibility to understand and abide by these guidelines. To ensure everyone's safety, the athletics staff\coaches will enforce the usage guidelines and other posted regulations.

All persons using the facilities are subject to the rules and regulations of John Cabot University and the Athletics Office.

### **4.1 Conduct**

John Cabot University's codes of conduct are enforced at any sports facilities and at the Fitness and Recreation Center at all times. Use of John Cabot University facilities is a privilege and participants are expected to be good citizens and respect the rights of others. All persons using the facilities agree to abide by the Student-Athlete Code of Conduct and Ethics. Failure to comply with University and/or Departmental policies or rules and regulations may result in suspension or termination of membership.

Students may be subject to further university disciplinary action as outlined in the John Cabot University Student Code of Conduct

### **Alcohol and Drugs**

Alcoholic beverages and illegal drugs may not be consumed prior to or while using the facility. Individuals may not use the facility while under the influence of drugs or alcohol.

### **Cell Phones**

The use of cell phones is closely monitored throughout the facility. Any phone calls, text messaging, and photography features are strictly prohibited in the locker rooms at all times. Cell phones are permitted on the fitness floor in the capacity of listening to audio or using fitness related applications to enhance workout quality.

Inappropriate use of cell phones may result in corrective action up to and including permanent dismissal from the facility.

### **Electronic Tablets**

Members are permitted to utilize electronic tablets on the fitness floor for personal viewing and/or audio use. JCU Fitness Center is not responsible for lost or stolen property. Inappropriate use electronic tablets may result in corrective action up to and including permanent dismissal from the facility.

### **Injuries and Equipment Failures**

Injuries, accidents or equipment failures should be reported immediately to Fitness and Recreation Center staff.

### **Moving Equipment**

Only Fitness and Recreation Center staff may move equipment in the facility.

### **Spitting**

Spitting is prohibited in the Fitness and Recreation Center.



## **Facility Closures**

Facilities may be closed and/or reservations cancelled when warranted (i.e. special events, maintenance projects, and inclement weather). Any schedule changes will be posted to the Fitness and Recreation Center bulletin board and Official FB page.

## **Posted Rules**

Specific policies and room regulations are posted on site and must be observed. Verbal instructions issued by all staff should be strictly followed.

## **Personal Belongings**

Personal belongings must be secured in day lockers or rental lockers where available. Unsecured belongings, if recovered, will be considered abandoned property and turned in to lost and found located at the Athletic's information desk. The Fitness and Recreation Center is not responsible for lost, stolen or damaged personal property. It is ultimately the responsibility of individual patrons to maintain and secure personal belongings while in the facility.

## **Photography**

Photography and/or videotaping are not allowed unless prior written authorization is obtained from the management of the Fitness and Recreation Center. Camera phones and video phones are not to be used for this function inside the facility.

## **4.2 Informed Consent**

All participants in intercollegiate sport and recreational sport programs, as members of the Athletics department, must read and sign an informed consent prior to adhere any initiative.

### 4.3 John Cabot University ID Cards valid for Intercollegiate sports, Recreational Activities and Fitness Center.

A strict ID policy is enforced when entering or participating to any sports facilities and at the Fitness and Recreation Center. No student\faculty\staff will be allowed into any sport facilities or other activities organized by the Athletics Department and the fitness center building without their JCU ID card. This is valid for all intercollegiate sports and Recreational Activities.

Members must swipe and display their JCU ID Card to gain access to the Fitness and Recreation Center. Your JCU ID Card must identify your primary affiliation with John Cabot University.

- **Replacement Fee:** There is a Euro 25 fee for replacing your JCU ID Card if it has been lost, stolen, or damaged.
- **Full-Time Students:** Your existing JCU ID Card will allow you access to any sport facilities and the Fitness and Recreation Center.
- **Part-Time Students:** Your existing JCU ID Card will allow you access to any sport facilities and the Fitness and Recreation Center.
- **Faculty/Staff:** Your existing JCU ID Card will allow you access to any sport facilities and the Fitness and Recreation Center. If you card has been lost or stolen, you may only obtain a new JCU ID Card through the Personnel office at Tiber Campus- Front Office

#### JCU Picture ID Card Violations

JCU ID Cards are non-transferable and they are for the exclusive use of the person named on the card. JCU cards must be carried at all times and may not be used by anyone other than the student named on the card; it remains the property of John Cabot University and must be surrendered to the University upon demand. Any JCU ID Card that is presented by someone other than the rightful cardholder will be confiscated.

Athletics\ Fitness and Recreation Center staff reserves the right to request identification at any time.

Violations include but are not limited to:

- Leaving the building through unauthorized exits
- Allowing another person to use your JCU ID Card
- Using a JCU ID Card that does not belong to you. Knowingly aiding in providing access to unauthorized users
- Assigning your own or another's JCU ID Card to unauthorized users
- Allowing others to enter through emergency exits
- Signing in a visitor for a tour, and then using facilities

Violations of these policies will lead to the following consequences:

- First Violation: A € 25 fine for each person illegally accessing the facility, written warning, minimum 1 week suspension. \*\* Student violations will be reported to the Office of Student Conduct?!?.
- Second Violation: A € 25 fine for each person illegally accessing the facility and membership suspended for the length of one semester (4 months). \*\* Student violations will be reported to the Office of Student Conduct. Faculty/Staff violations will be reported to the Office of Human Resources.
- Third Violation: A € 25 fine for each person illegally accessing the facility and membership suspended permanently. \*\* Student violations will be reported to the Student Conduct Affairs. Faculty/Staff violations will be reported to the Office of Human Resources.

\*\* Suspension will extend until fine is paid. Individuals on suspension will have no access to any sport facilities and Fitness Center and cannot be brought in as a guest.

**Note:** JCU ID Cards are the property of John Cabot University and will be confiscated if used by someone other than the person named on the card. If the card is not surrendered to the Fitness and Recreation\ Athletics staff at the time of the violation, access will be terminated until the cardholder meets with a Facility Manager. Failure to comply with this policy constitutes a violation for both the individual in possession of the card and the individual named on the card. Cardholders are required to report to the Athletics Office and meet with a Facility Manager in order to retrieve a JCU ID Card that has been confiscated after misuse.

#### **4.4 Entrance/Exit Fitness Center**

Entry and exit from the Fitness Center must always be through the main entrance/exit on the Residence Gianicolo-Vicolo della Penitenza 26. Individuals entering or exiting through other doors are subject to disciplinary action (see JCU ID Card Violations above).

#### **4.5 Risk management**

##### Risk of Participation

All athletes and parents must realize the risk of serious injury, which may be a result of any Intecollegiate Sports and Recreational activities participation.

Participation in intercollegiate athletics is an elective activity and a privilege. Coaches are committed to helping each athlete achieve his/her highest level of play.

Each student-athlete, Faculty, Staff must accept the responsibility that goes with being a member of a team and/or a group of Intercollegiate and Recreational Sport activities.

All team members need to adhere to these policies and they need to uphold to these standards.

All injuries, which occur while participating in sport and recreational activities, should be reported as follows:

- 1) *Injury occurred to a student-athlete during official trainings and matches.* As official trainings and matches (friendly or competitive) have to be intended only those scheduled by the Athletics Department and preventively communicate to the coaches and athletes. The reports of this kind of injury have to be done both by the student-athlete injured and the coach by completing the **Student Sports Incident Form**

- 2) *Injury occurred to a student during official Intramural Sport Tournaments.* As official Intramural Sport Tournaments have to be intended only those scheduled by the Athletics Department and preventively communicate to the University Community. The reports of this kind of injury have to be done both by the student-athlete injured and the coach\ Athletic's Coordinator by completing the **Student Sports Incident Form**
- 3) *Injury occurred to any Athletics Member* (students, faculty, staff), during one of the official recreational sports activities. As official recreational sports activities have to be intended only those scheduled by the Athletics Department and preventively communicate to the University Community. The report of this kind of injury has to be done both by the Athletics Member injured and the instructor using The Student Sports Incident Form.

Once a member (students, faculty, staff) of any Intercollegiate, Intramural sport and Recreational activities are treated by a physician, him/her must obtain the doctor's permission to return to the activity. This needs to be presented to the Athletics Office to have access to any sports and training activities. Failure to do so will jeopardize the membership and participation of the person to any sport activities.

#### **4.6 Class Attendance**

In order to participate on any athletic team, each student-athlete must have satisfied all of the John Cabot University eligibility requirements prior to participation.

**Regular class attendance is an important student obligation.** Students are responsible for all course work conducted in class meetings, whether they are in attendance or not. Absence from class does not excuse the student from responsibility for class work. Planned class absences for foreseeable personal circumstances or official University business (i.e., an extraordinary athletic competition planned by the University) should be communicated by the student to the professor prior to the absence. (Please notice that excused class absences need to be approved by the Academic Dean)

#### **4.7 Conflicts in extracurricular activities**

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have the responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about being members or participate in too many activities where conflicts are clear to happen.

#### **4.8 E-Mail Usage Policies**

The John Cabot University Athletics Department and Student Services Department have established e-mail as a primary vehicle for official communications with Athletics members (students, faculty, staff) and coaches:

- 1) All Degree Seeking Students, have an official John Cabot University e-mail address established and assigned by the Technology Services Department. All university communications sent via e-mail will be sent to this address.
- 2) All Study Abroad Students have an email address submitted to the university during their admissions process. All university communications sent via e-mail will be sent to this address.

- 3) Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with the Athletics and Student Services Offices. A student's failure to receive and read the Athletics and Student Services Offices communication delivered to his/her e-mail address in a timely manner does not absolve the student from knowing and complying with the content and instructions of such communications.
- 4) Students are held responsible of checking the email and read the university communications sent to them. If the student does not receive any communications to her/his email, he /she are held responsible to communicate her\his correct contact information to the Registrar's Office.

## **V. Facility Utilization**

### **5.1 Use of facilities**

No JCU Athletics members (students, faculty, staff, alumni) should use the equipment or facilities of the JCU Fitness Center and/or fields outside rented by the University during the scheduled practice times without the approval of the Athletics Department. The use of these facilities out of the scheduled practice is seriously forbidden.

The use of facilities is regulated according with the following guidelines and rules:

- The JCU Athletic Department and Student Services shall not grant use of facilities when for any reason it is determined such use may not be in the best interest of the John Cabot University,
- John Cabot University is NOT responsible for accidents, injury or loss of individual property in any of its facilities.
- The individuals (students, faculty and staff, alumni) granted use of the facility shall be held responsible for reimbursing the John Cabot University for any loss or damage to university property caused by use.
- No use of facilities shall be granted in such a manner as to constitute a monopoly for the benefit of any person or group; nor may university facilities be used for private or commercial gain.
- Permission for use of facilities will be granted upon the condition that all rules governing use of facilities will be followed. Permission may be revoked at any time for failure to do so. These rules are subject to change by the JCU Athletic Department and Student Services according to the John Cabot University.

### **5.3 Promotion**

Any advertising or promotion done for any sports event\activity to be held at any University facility must comply with all the rules, laws and ordinances of John Cabot University. Bulletin boards are located in both Tiber and Guarini Campuses and at the JCU Fitness Center. All postings must be approved by the Athletics Department. Flyers not approved will be removed.

### **5.4 Facilities Supervision**

A JCU Athletics and Student Services Departments Supervisor shall be present at all times when the facility is in use, except when notified in advance by a formal communication; to ensure everyone's safety, the supervisor \staff will enforce the usage guidelines and other posted regulations. Failure to comply with University and/or Departmental policies or rules and regulations may result in suspension or termination of membership.

## **5.5 Fitness Center Facilities**

The JCU Athletics and Student Services Departments have the right to approve and regulate food and drink concessions. No food or - drinks will be allowed in the facility unless authorized by the JCU Athletics and Student Services Departments. To use the facilities, JCU members (students, faculty, staff) must read and accept the Fitness Center Policies Students must wear proper exercise attire and foot wear, and bring a personal towel. Every student must clean up the weights and the machines after their use. During Fitness Classes, students cannot use the Class Room without the authorization given by the Athletics Staff/Instructors.

## **VI. Athletics Department Procedure**

### **6.1 Athletic Coordinators**

- Responsible for the activities of the entire athletics program, including: a) all sports and related activities; b) athletics office; c) athletic training program; d) JCU Fitness Center (Gianicolo Residence);
- Propose and develop athletic departmental policies and oversee the implementation of these policies in a fair and equitable fashion;
- Prepare reports about the activities of the Athletics Department when requested;
- Supervise the activities of the Athletic Department's staff and the entire coaching staff;
- Work cooperatively with coaches to ensure the efficient operation of their sport;
- Research and propose improvements that will enhance the entire athletics program;
- Coordinate all individuals participating in work study/work assistance in the Athletics Department;
- Oversee the physical for all students (athletes). Ensure that all participants have had a proper physical examination, as well as the proper medical records on file prior to practice and/or competition;
- Maintain current charts on student-athletes, including insurance questionnaires, physical examinations, medical history, assumption of risk forms, etc;
- Monitor athletic insurance coverage for all students (athletes);
- Coordinate practice and game site logistics. This includes the transport and setup of practice and game equipment; Ensure that equipment ordering and other requisitions are done properly and in accordance with university policy;
- Keep a thorough inventory of athletic training equipment and supplies. Order necessary supplies on an annual basis, according to the student services office;
- Maintaining control of how funds assigned to the Athletic Department are spent;
- Perform additional duties as assigned by the Student Services Manager

### **6.2 Coaches**

- Accountable for the well-being of all students (athletes) in their particular sport;
- Communicate needs and the necessary maintenance of facilities and equipment to the Athletic Coordinators;
- Organize and supervise all practice sessions;

- Oversee the maintenance of JCU equipments;
- Work with the Athletic Coordinators on scheduling?;
- Responsible for the development of training rules and for the conduct of all student-athletes involved in their sport;
- Acquire and apply the knowledge of University of Rome Tournaments Regulations that relate student-athletes and that are applicable to their sport;
- Furnish complete roster of teams to the Athletic Coordinator;
- Communicate with the Athletic Coordinators and the Athletics Office for academic services concerning team's travel schedule;
- Responsible for other details of the individual sport and additional duties as assigned by the Athletic Coordinators and the Student Services Manager

### **6.3 Assistants Coaches / Athletics Assistant**

- Report directly to the coaches;
- Assist the coaches in all areas of the program, including recruiting, tryouts, practice and game;
- Report Injuries (using the proper form) and assist the students in case hospitalization is needed and let the student-athlete fill the liability form in case he/she refuse it.
- Help the Athletics Coordinator with the Intercollegiate Teams organization (meetings, pep rallies, promotional events, equipment orders and storage, etc.)
- Perform additional duties as assigned by the Athletic Coordinators.

### **6.4 Athletics Department Meetings**

Prior to the start of a new semester of the academic year there will be an Athletics Department Meeting. All coaches and Athletics staff members are expected to attend. Information, compliance, eventual new policies, and other pertinent data will be discussed. (Attendance is mandatory for all)

In case of excused absence, the coach will need to submit a permission request in writing or by e-mail correspondence prior to the meeting if someone is going to miss the planned meeting.

Throughout the academic year (September-May), could be additional compliance meetings. As each team prepares to begin practice for their respective season, the Athletics Department Coordinators and/or other Athletics Staff will meet with each team to complete necessary paperwork and discuss pertinent information that is unique to that particular team.

### **6.5 Athletics Sport and Recreational Travels**

The coach or a member appointed by the Athletics and Student Services Department are responsible for the well being of the official travel. They are expected to exercise proper authority and to assure the safe completion of all away-from-to campus travel.

Athletics policy requires that coaches and all team members stay with their group (team) during the travel, unless prior approval is granted.

## **VII. Athletics Forms**

### **7.1 Athletic Department Individual Participant Registration (for Intercollegiate only):**

Honor Code regarding Conduct, during transportation to/from trainings/games (friendly or tournament), during games/trainings.

### **7.2 Waiver of Liability, Assumption of Risk, and Emergency Contact**

Fitness Center Form.

### **7.3 Athletics Form**

Intercollegiate, Intramural Sports and External Sport Activities.

### **7.4 Injury, illness and incident reports**

#### **7.4.1 Student Sports Incident Form**