

## Department of Athletics, Physical Education and Recreation



Caltech  
Mail Code 1-2  
Pasadena, CA 91125  
626-395-3260  
626-584-0589 Fax  
www.gocaltech.com

**SPORT CLUBS** are comprised of students who have a common interest in a specific sport and compete against other regional teams or provide skill instruction. Participation requires strong personal commitment since the membership has the responsibility for club leadership, decision-making, and fundraising. The Recreation staff provides professional guidance, assistance with facility scheduling, and an administrative framework including limited funding support. Participation creates a strong sense of camaraderie and clubs always welcome new members of all skill levels. Club participation is open to all members of Caltech and the Recreation Program.

# SPORT CLUB GUIDELINES

## REGISTERING TO BE A SPORT CLUB

In order to be eligible for Department of Athletics, Physical Education and Recreation support, potential sport clubs must complete and provide the following:

1. Sport Club Registration Form
2. Facility Request Form
3. Budget Worksheet and Funding Request
4. Sport Club Participation Roster
5. Schedule of Competitions (dates and opponent for both home and away contests)

## DEPARTMENTAL SUPPORT

All clubs that meet the following criteria are supported through:

- Limited funding based on mutually identified and agreed upon club needs
- Facility use privileges as available and according to Scheduling Considerations
- Use of the Caltech name

and logo

- Authorized to request use of the Dean of Student's van

## CRITERIA

- All participants are current full-time Caltech students, faculty, staff, or Caltech-affiliated individuals with current paid membership in the Caltech Recreation Program.
- Club competes in a regularly defined season of sport during the regular academic year and/or the club uses Caltech athletic facilities for practice, instruction, or competition in a physically related activity.
- Club is an active member and subscribes to all rules of an officially recognized (by the Assistant Director of Athletics) outside governing body in its sport.
- Club submits a complete schedule of activities and contests to the Assistant Director of Athletics at

least one month prior to the first contest.

- Club has a designated Caltech student representative who serves as liaison to the Recreation Office and is responsible to keep the Assistant Director of Athletics informed of all schedule changes and other issues as they occur.
- Evidence of interest and commitment from Caltech students, faculty, and staff in an activity that is unique and adds variety to the program.

## SAFETY

- Use of the Braun Athletic Center and other athletic facilities including participation in recreation activities at these facilities ("use of athletic facilities") is voluntary and at the user's own risk. Use of athletic facilities is not required as part of Caltech employment, and workers' compensation coverage is not provided. Users of Caltech's athletic facilities have the responsibility to consult with their physician to determine if medical conditions exist that would pose a direct threat to the health or safety of the user or others.
- It is recommended that each club identify team members certified in CPR/First Aid to provide on-site emergency care if necessary. Additionally, each club should have a plan in place to maximize emergency response.
- Practice should include proper instruction, training, and skill progression to maximize safety and accommodate less experienced individuals.
- Facilities should be visually inspected by club members prior to the start of each practice or contest. Any potential safety concern should be corrected before activity begins. Facility issues should be reported to the "Rover" on duty.
- Any injury to a member of a Caltech sport club either home or away must be reported to the Assistant Director of Athletics by the morning of the next business day. An Injury Report Form must be completed and submitted immediately to the "Rover" on duty for all home injuries.
- Any injury to a member of a visiting sport club team must be reported in the same manner.

## ADDITIONAL SUPPORT AVAILABLE

### CLUBS THAT MEET THE FOLLOWING ADDITIONAL CRITERIA:

- Active club membership consists of at least 50% plus one Caltech students.
- Club competes in an established, structured league consisting primarily of collegiate competition.
- Club active and in good standing during previous academic year.

### ARE ELIGIBLE FOR:

1. Funding to cover reasonable entry and/or official's fees for one regular season of sport or a mutually agreed upon number of tournaments.
2. Funding to cover reasonable amount of team and/or individual registration fees to governing organization.

## CONDUCT

All sport club athletes are to conduct themselves in accordance with Caltech's Honor Code. Additionally they are to represent their club team and Caltech in a way that does not detract from the reputation of the Institute and to act ethically and display positive sportsmanship before, during, and after any event.

## ALCOHOL

All Sport Club athletes are expected to follow the Caltech Policies and Procedures for the Use of Alcohol at Student Events. This information is available at: [www.studaff.caltech.edu/policies/alcohol.htm](http://www.studaff.caltech.edu/policies/alcohol.htm)

**HEALTH INSURANCE**—Complete information on the student health insurance plan is available at: [www.healthcenter.caltech.edu/insurance.html](http://www.healthcenter.caltech.edu/insurance.html)

## PRACTICE AND HOME EVENTS

Sport Clubs should request use of facilities by submitting an "Athletic Facility Request Form" to the Recreation Office prior to each term the facility is needed.

### Priority for Athletic Facility Use

1. Intercollegiate Varsity Sports
2. Physical Education Classes
3. Undergraduate & GSC Intramural Sports
4. Informal Recreation
5. Sport Clubs
6. Recreation Classes and Events
7. Caltech Student Groups, & Faculty, Staff Groups
8. Non-Institute Groups Seeking Permits

### Scheduling Considerations

Sport Clubs may request athletic facility use for each term based on the following:

- Priority use needs as defined above
- Traditional competitive season of club
- Facility condition/maintenance needs
- Current status of club

### Factors for Hosting a Home Competition or Event

- Due to the high usage of facilities, the number of home events for Sport Club

teams is limited.

- Written approval must be secured from the Assistant Director of Athletics not less than 10 working days prior to the proposed date.
- Each member of the visiting team must complete and sign the Waiver and Release of Liability for Sport Club Visiting Team Member prior to competing on Caltech's campus. Completed forms must be collected and turned in to the Assistant Director of Athletics by the next business day.
- The visiting team should be informed that they will not have use of towels, showers, dressing rooms, meeting rooms, athletic equipment, clothing, athletic tape, taping, or athletic training care. Emergency first aid care will be provided as needed.
- At the conclusion of the event, the club is responsible for removing and storing all game equipment and picking up all trash.

## AWAY EVENTS

- It is recommended that Sport Club teams traveling to away events car-pool together using fully insured vehicles in good running condition with a seatbelt for each occupant. Competent drivers should be used who have good driving records. Vehicle owners are responsible for insurance claims resulting from accidents.
- If a club team plans to stay overnight, a contact phone number should be provided to the Assistant Director of Athletics for use in case of emergency.

## COACH/INSTRUCTOR

- It is recommended that each club team have a competent coach/instructor who is knowledgeable in the sport, dedicated to safe instruction and practice, and has the respect of the team.
- Coaches/instructors should be registered with the Assistant Director of Athletics.
- Ideally, coaches/instructors should be volunteers who are involved because of their dedication to the sport.
- Any provision for payment of coaches/instructors should be approved in advance by the Assistant Athletic Director.

**EQUIPMENT**— Sport Clubs are responsible for the purchase, maintenance, and storage of all equipment associated with their club.

## BUDGET

- Clubs should submit an annual Budget Worksheet and Funding Request.
- Clubs should ensure income from a variety of sources (dues, GSC, ASCIT, Caltech Y) to adequately cover expenses.
- It is recommended that clubs establish accounts with the Bursar's office to manage club finances.
- Any fundraising or sponsorship plans need to be approved in advance by the Assistant Director of Athletics.

## PAYMENT AND REIMBURSEMENT

- Requests for funding should be made at least 15 days in advance of when pay-

ment is needed. Generally, original invoices are needed to initiate payment.

- For payment of league dues, officials' fees, tournament entry, etc. submit the original invoice or payment request form from the sponsoring organization. Payment will be sent directly to that organization. This is the preferred method of payment.
- Reimbursement to club members for covered club expenses requires advance approval of the Assistant Director of Athletics. Original receipts are generally necessary for reimbursement.
- Please allow 3-4 weeks for processing

of payment.

- Sport Club support is contingent on the club's continued compliance with all Sport Club Guidelines.

### Funding support is not available for:

- Transportation
- Food or beverage
- Social events
- Post-season play
- Personal playing equipment
- Coaches/instructors
- Promotional items or awards

**Current Sport Clubs:** Alpine, Badminton, Ballroom Dance, Ballett, Dance Troupe, Fencing, Karate, Ninjutsu, Orienteering, Racquetball, Rugby, Masters Swim, Salcata, Shorinji Kempo, Shotokan Karate, Soccer, Indoor Soccer, Surf/Windsurf, Table Tennis, Triathlon, Ultimate Frisbee (M&W), Velo (Cycling), Volleyball, Water Polo.