



JOHN CABOT UNIVERSITY ATHLETICS

ATHLETICS DEPARTMENT HANDBOOK



Table of contents

1. Role and purpose of Athletics Department	03
1.1 Core Values	03
1.2 Mission	03
2. Administration of Athletics Department	04
2.1 Administration	04
2.2 University Affairs Athletics Committee	05
2.3 John Cabot University Athletics Committee	05
3. Membership and Eligibility	05
3.1 Membership Benefits	05
3.2 Physical Exam	05
3.3 Membership Eligibility	06
3.4 Membership Plans, Renewals	07
4. General Rules and Regulations	07
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 Use of Equipment	09
4.8 Conflicts in extracurricular activities	09
4.9 E-Mail Usage Policies	09
5. Facility Utilization	10
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
6. Athletics Department Procedure	11
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
7 Athletics Forms	12
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 *Intramural sports and Recreational activities* 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.

Recreational Sports

The John Cabot University of Rome welcomes students, faculty and staff 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 program provides four types of membership (Students, Faculty, Staff, and Alumni and a variety of opportunities to enjoy the benefits of exercise: 1) Fitness; 2) Intramural sports; 3) Personal Training Services; 4) Outdoors.

Intramural Sports

The John Cabot University intramural sports program offers the opportunity to participate in a 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.

II. Administration of Athletics Department

2.1 Administration

Under the supervision of the Student Services Manager, The Athletics Department is coordinated by ASD Stone Tower, whose offices are located at:

JCU Fitness Center - Gianicolo Residence

Vicolo della Penitenza 26 - 00153 Rome, Italy

Tel. (+39) 06 68191266

athletics@johncabot.edu

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

Student Services Manager athletics@johncabot.edu

Pilar Murguia,

Athletics Coordinators athletics@johncabot.edu

Marco Iorio

Alessandro Ronald Sabelli

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 and Finance Director of the University; 3) Student Services Manager; 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) Student Services Manager; 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

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

3.1 Membership Benefits

Membership to *Intramural sport 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.

3.3 Membership Eligibility

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
- 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
- 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 sports program or 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

- 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.

3.4 Membership Plans, Renewals, and Period

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

4.2 Informed Consent

All participants in 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 Intramural sport, 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 intramural sport 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 your 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 Judicial Affairs.
- **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 Judicial Affairs. 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 Office of Judicial 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 FitRec 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 athletic and any Sports Recreational 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 Intramural 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 using the **Student Varsity Accident 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 report of this kind of injury have to be done both by the student-athlete injured and the referee/staff member using the **Student Intramural Accident 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 **Recreational Sports Accident Form**.
- 4) Once a member (students, faculty, staff) of any 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 Use of Equipment

The gym offers to JCU students a wide range of training equipment. After personal use, students have the duty to put back and clean the equipment with specific roll paper and spray provided. This rule is especially emphasized on weights and training machines.

4.8 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.

4.9 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) 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) 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.

5.2 Sport facility form request application and approval

Any member or team/group wishing to use a sports facility exclusively for a specific time and date must submit an application form. The Athletic and Student Services Offices will review all applications and approve or deny event requests. An application is considered approved and valid only upon signature of the Athletic Coordinators and the applicant's written acknowledgment of receiving such approval.

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 the Tiber Campus Ground floor 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 Athletic 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 alcoholic drink 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.

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 Soccer Conferences and 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

- Report directly to the coaches;
- Assist the coaches in all areas of the program, including recruiting, practice and game;
- Perform additional duties as assigned by the Athletic Coordinators and the Student Services Manager.

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 Student Services Sport 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 Student Services Sport 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 as a Student Services Sport Staff 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:

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

Intramural Sports and External Sport Activities.

7.4 Injury, illness and incident report

For Fitness Center, Intramural Sports and External Sport Activities.