2015-16 Sport Club Resource Guide
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INTRODUCTION

The Sports Club Program is designed to serve individual interests in different sports and recreational activities. These interests can be competitive, recreational or instructional in nature, as Clubs may represent their school in intercollegiate competition or conduct intra-club activities such as practice, instruction, social and tournament play.

Membership to these clubs should be open to all students and be organized and run by students, under the supervision of the Sport Club Director. Emphasis should be placed on student leadership and involvement. Clubs that are successful and flourish are the ones with strong leaders and active participants.

It is the desire of the Rose-Hulman campus to extend to each person the opportunity to participate individually or with a team in a Sport Club Program.

SPORT CLUB OBJECTIVES OF ROSE-HULMAN

1. To make available to students opportunities for the instruction and participation in a wide range of recreational and competitive programs, which can develop sound lifelong leisure values and skills.

2. To provide an avenue for camaraderie in the campus community through common interests; to develop a feeling of belonging among individuals in the shared pursuit of leisure interests.

3. To develop leadership by providing opportunities for students to organize, administrate and problem solve for individual clubs and to become officers thereof.

DEFINITION OF A SPORT CLUB

A Sport Club is a group of students organized for the purpose of furthering their common interests in an activity through participation and competition. A Sport Club may be instructional, recreational or competitive, or may involve any combination. A Sport Club must have a minimum number of active participants per team to be eligible to be recognized as an active Sport Club and participation is strictly voluntary. (A club becomes ineligible for active status if they are unable to field enough players for competition.)

Sport Clubs are meant to be a learning experience for the members through their involvement in organization, administration, budgeting, public relations, and scheduling, as well as, through the development of skills in their particular sport. Involvement in a Sport Club enhances the student’s college experience and contributes to the student’s overall education.
ROLE OF THE SPORT CLUB DIRECTOR

The Sport Club Director serves primarily as an advisor and resource person for the Sport Club leaders and is available to assist representatives with Club business. It is the Sport Club Director’s responsibility to monitor Club activities to ensure all Rose-Hulman Campus procedures are being followed. The Sport Club Director will allow Clubs as much freedom to operate as possible, provided they operate within the regulations and guidelines established by the Recreation Department and Rose-Hulman Campus.

The Sport Club Director will be an advocate across campus for all active Sport Clubs. The Sport Club Director will provide the expertise and resources to allow the individual Sport Clubs to be successful. Examples of service that the Sport Club Director and Recreation Department can provide are:

- Program advising
- Game Management assistance
- Facility scheduling
- Fundraising assistance
- Marketing and promotion assistance
- Purchasing Equipment
- Budget assistance and guidance
- Risk Management assistance (safety practices)
- Inventory and storage services
- Office services (copy, fax, etc…)

CLUB RESPONSIBILITIES AND REQUIREMENTS

All Sport Clubs must be recognized by the Student Affairs Committee and Student Government Association before acting as a club. After approval Sport Clubs must maintain a good standing rating to be considered an active Club. This means they must register via Banner Web two times per academic year with current advisor, roster, executive board and constitution. Each Club must elect, appoint, or designate responsible student representatives to perform the following duties to remain in good standing:

1. Attend all required Sport Club meetings.
2. Make sure all Club members are informed of policies, procedures, expectations, emergency procedures, and other regulations that must be followed.
3. Submit all required forms, completed in a timely manner.
4. Have up-to-date information on the Club with the Sport Club Director.
5. Completed Club Roster Form filed with the Sport Club Director.
6. Travel Request Forms completed and turned in by required deadlines.
7. Adhere to all club travel policies (100 mile policy).
8. All Clubs must provide a safe environment for participation. This should include but not limited; safe playing area for practices and competition, proper instruction and supervision and emergency action protocol in place for injuries and emergencies.
9. Membership statistics and reports submitted by the required deadlines.
10. Arrange facility reservations for Club functions (practice, competitions, meetings, etc…) with the Sport Club Director.
11. Meet with both the Sport Club Director and Club Advisor to plan and attain approval for travel, publications, equipment purchases and other Club business.
12. Promote good sportsmanship on and off the field or court.

**MEMBERSHIP ELIGIBILITY**

All guidelines governing the Sport Club Program are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for all persons eligible to participate in Club activities.

1. All undergraduate and graduate students officially enrolled at Rose-Hulman Institute of Technology are eligible to join any Club.
2. Faculty and staff are NOT eligible to join any Club.
3. Alumni, spouses and members of the Recreation Department are NOT eligible to participate in the Sport Club Program at Rose-Hulman.
4. Under NO circumstances may any high school student participate or be a member in the Sport Club Program.
5. No club may restrict its membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability or military service.
6. Intercollegiate athletes are eligible for membership in a Sport Club as long as it does not interfere with their intercollegiate team affiliation. Also, all intercollegiate athletes should have approval by their coach before participating in any Sport Club activities.

**PURPOSE OF THE ROSE-HULMAN SPORTS CLUB COUNCIL**

The Rose-Hulman Sport Club Council promotes student participation in a variety of physical and athletic activities, gives students opportunities to engage in the activity of their choice at various skill levels, contributes to the development of student leadership and provides a bond between individual Clubs. While the Department of Recreational Sports assists in the development and growth of the Sport Club Council, the emphasis of the program is on student leadership and involvement. The existence of each Sport Club and the success of the Sport Club Council are dependent upon student interest and involvement.

**SPORT CLUB COUNCIL**

The Rose-Hulman Sport Club Council is a student advisory group that assists the Sport Club Director in administering the Sport Club Program. The Sport Club Council will be comprised of a representative of each Sport Club, which will meet quarterly. The Council has been established to discuss and resolve issues related to the various Sport Clubs in our campus community. In addition, it provides the student members the opportunity to govern themselves and to collectively voice their concerns on campus.

The Sport Club Council consists of the presidents of each Sport Club and is responsible for the following:
• Conducting regularly scheduled meetings.
• Administrative leadership for the Sport Club Program.
• Recognition of new Clubs and membership in the Sport Club Council.
• Disciplinary review and action.
• Publicity and promotion of the Sport Club Program.
• Conducting surveys and forums to revise policies, procedures and participant concerns.
• All other matters deemed appropriate by the Sport Club Director.

CLUB OFFICERS

Sport Clubs present a great opportunity for students to develop leadership, organizational and administrative skills. Sport Clubs are completely student organized and their success is directly related to the effectiveness of the officers selected to oversee the Club’s operations. Listed below are the different potential Club Officer positions that each Club may have, with a brief detail of some of their duties:

Club President
• Serves as the liaison between the Club and the Sport Club Director.
• Administers Club meetings, practices and games.
• Serves as representative to the Sport Club Council.
• Enforces and adheres to policies and regulations as outlined in the Sport Club Handbook.
• Completes and maintains appropriate forms for the campus and Department of Recreation (waivers, incident/accident reports, Club rosters, etc…).
• Secures facility space for meetings, practices and games.
• Manages the budget.
• Promotes and practices good sportsmanship on and off the field or court.

Club Vice-President
• Presides over Club business in the absence of the president.
• Assists the president with his/her duties.

Club Secretary
• Records and circulates meeting minutes.
• Assists with the completion of all required forms for the Sport Club Director, Student Organization office and the SGA.
• Maintains and updates roster list.

Club Treasurer
• Assists Club President in preparing an annual budget request.
• Maintains detailed records of all financial activities and transactions.
• Monitor expenditures and make reports.

Club Equipment Manager
• Checking out equipment to Club members who have been properly trained in its use.
• Maintaining records on equipment checked out and returned.
• Ensuring that equipment is maintained in good, safe operating condition.
• Providing routine maintenance on all equipment.
• Reporting equipment damages and/or losses to the Sport Club Director.
• Maintaining an up to date inventory of equipment and submitting an annual inventory report to the Sport Club Director.
• Conducting regular inspections of equipment for safety and maintaining a written record of deficiencies and steps taken to correct them.
• Meeting with the Sport Club Director for an annual inspection of equipment.

Club Safety Officers (2)
Each competition/high risk club must have at least one safety officer certified in both First Aid and CPR. **Two safety officers are required if the club has more than 15 members.** Each safety officer is required to be present at all Club practices and competitions. Clubs responsible for having safety officers include, but are not limited to: Climbing, Lacrosse (Men), Lacrosse (Women), Paintball, Ultimate Frisbee, Volleyball.
• Up-to-date CPR & First Aid Certification.
• Ensuring that a fully stocked First Aid Kit is present at all Club activities.
• Ensuring that the First Aid Kit is restocked after items are used.
• Implementing and promoting the Risk Management Plan within the club.
• Ensuring that a Release and Waiver of Liability is completed by each club member and on file in the Sport Club Director’s Office prior to participation in Club activities.
• Ensuring that an Accident/Incident Report Form is completed and turned in to the Sport Club Director within 24 hours of the occurrence of an injury or illness (if on a trip, within 24 hours of returning to campus).
• Conduct a walk-through of facilities/fields to ensure they are free of debris.

Club Advisor
Each Sport Club must have a full time faculty or staff member (if volunteer agreement form is signed) from the Rose-Hulman Campus as its advisor. Advisors who fill out volunteer agreements must turn that into the Sports Club office who will file that with Insurance and Risk Management. He/she should be a person who is accepted and respected by Club members, has a strong interest in the Club, adhere to all club travel policies, and is willing to attend some of the Club’s meetings and activities. It is strongly encouraged that the advisor have experience or interest in the sport.

The advisor serves as a resource person to help provide direction and continuity to the Club. He/she can contribute valuable knowledge and experience related to Rose-Hulman operations and policies. The advisor may be called upon to give input and/or feedback regarding the programs and activities of the Club, but his/her foremost task is to facilitate self-government by the students, while providing help or guidance as needed.

Responsibilities of the advisor could include:
• Being available to meet with the president and other officers as needed.
• Travel with, or find a representative that is approved, to travel with Club when travelling more than 100 miles one way from campus.
• Ensuring that the Club follows all rules and regulations as outlined in this handbook.
• Acting as a sounding board for the Club in dealing with ideas and concerns.
• Advising the Club regarding Rose-Hulman policies and procedures.
• Encouraging the development of initiative, responsibility, and leadership in Club members.
• Assisting the Club in defining and achieving its goals and objectives.
• Reviewing the Club budget and making recommendations as appropriate.
• Encouraging sound financial practices for the management of Club funds.
• Keeping informed regarding Club business and activities.
• Coaching when necessary. The advisor is considered the “coach” unless an outside coach is approved and hired (see below).

**High Risk Organizations:** The role of an advisor for a “high risk organization” includes all of the responsibilities listed above, but also requires the advisor to be present at ALL organization activities. This includes, but is not limited to all practices, meetings, events, trips etc.

**Club Coach/Instructor (optional)**
While each Club may choose whether it wishes to have a coach or instructor, the Department of Recreational Sports recommends that Clubs have a coach who is a faculty/staff member of the Rose-Hulman campus community. **STUDENTS ARE NOT ALLOWED TO BE COACHES.** Teams wanting to use a coach/instructor outside of the Rose-Hulman community must obtain approval from the Sport Club Director. The coach/instructor must also have proof of insurance that is approved by the Department of Recreational Sports as well as filling out the required Coach Service Provider Agreement Form.

The Department of Recreational Sports is not responsible for the training, supervision, or compensation of coaches or instructors. They should be selected on the basis of their expertise and experience in the sport, certifications as appropriate, personal references, and their perceived ability to relate to Club members. It is suggested that the Club provide the coach/instructor with a position description that includes his/her responsibilities and authority.

The responsibilities of the coach/instructor should include:
• Following risk management and safety guidelines as established by the Club, Department of Recreational Sports, and/or any other governing bodies for the sport or activity.
• Coordinating practices/classes and providing instruction and training that will help Club members to develop and improve their skills.
• Providing on court/field management for competitions.
• Promoting fair play and sportsmanship at all practice/class sessions and competitions.
• Abiding by all applicable rules and regulations of Rose-Hulman and any conference, league, or association to which the Club may belong.
• Conducting him/her in a professional manner that will reflect positively upon the Club and Rose-Hulman Institute of Technology.

**DISCIPLINE PROCESS**
Violation of, or non-compliance with, Rose-Hulman polices, campus regulations, or Department of Recreational Sports procedures or standards of conduct may result in loss of active status or other disciplinary action taken against the Sport Club involved. The discipline process has been developed to assist Club leaders in correcting mistakes that have caused problems for the Club and the campus. Each Sport Club and its individual members are obligated to conduct themselves in a mature responsible manner that does not threaten the safety of others or detract from the reputation of Rose-Hulman Institute of Technology. Below is a list of examples of minor and major infractions and the actions taken for those infractions:

**Minor Infractions** (examples would be non-attendance at a Sport Club Council Meeting or failure to submit required forms on time)
1. First Infraction – If the violation is the Club’s first during the current academic year, and the Club is not under probation from violations committed the preceding year, the following steps are taken:
   a. The Club is placed on probation for a designated period of time or until the Club corrects the situation.
   b. The Sport Club Director will notify the Club President stating:
      • Reason for the probation.
      • Length of probation period.
      • Possible consequences the Club will face if additional infractions occur.
      • Club’s right to appeal.
2. Two or More Minor Infractions
   a. The Sport Club Director may take any action deemed appropriate depending on the severity of the infractions.
   b. The Club is notified in writing of the action taken.
   c. The Club is advised of their right to appeal.

**Major Infractions** (these include Club actions that are outside acceptable standards of conduct or are in violation of the Department of Recreational Sports rules and guidelines)
1. Examples of major infractions include, but are not limited to the following situations:
   • Displaying conduct that is incompatible with Rose-Hulman’s function as an educational institution and the purpose of the Sport Club Program (i.e., unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).
   • Misusing Club funds and/or abusive use of Club funds.
   • Allowing ineligible individuals to participate in Club activities.
   • Compromising the safety of Club members while traveling.
   • Transporting and/or consuming alcohol or illegal substances while on official Club trips.
2. For all major infractions:
   a. A meeting with the Club Presidents and the Sport Club Director is scheduled.
   b. The Sport Club Director determines the disciplinary action to be taken.
   c. The Club is notified in writing of the decision and is advised of their right to appeal the decision.
**Appeal Process**

A Sport Club has the right to appeal all disciplinary decisions made by the Sport Club Director to the Director of Recreational Sports or his designee. The Club has 72 hours from the date of the notification to submit an appeal. The Sport Club Director will schedule the meeting for the club and a ruling on the appeal will come in a timely manner.

**Permanent Club Files**

Required items should be turned into the Sport Club Director. These items will then be placed in the club's permanent file. This file is located in the Sport Club Office in the Sports and Recreation Center and serves several important functions:

1. The file can be reviewed each year as your Club’s allocation request is considered. Information obtained in the Membership List may be used when making budget requests.
2. Important documents will also be stored in your Club’s file. Examples of such items are contact information, releases/waivers, extra keys, etc… Using the Club’s permanent file will prevent such items from being misplaced during officer transitions.
3. The file will also serve as a permanent history of the Club. Officers are welcome to look through the file, reading past summaries may spark ideas for current activities. Please call and set up an appointment before coming to look at your Club’s file.

**Communication**

Communication is the key to having a successful administration of a Sport Club. Formal and informal communication lines will be necessary for successful administration of the Sport Club Program. Club officers and members may contact the Department of Recreational Sports at any time to schedule an appointment with the Sport Club Director.

**Facility Usage**

Each Sport Club that remains in good standing has the privilege of using Rose-Hulman facilities for Club practices, competitions, meetings and fundraising events. Indoor gymnasiums, tracks, racquetball courts, outdoor fields, pool and meeting rooms are available to Sport Clubs. To take advantage of this opportunity, the Club President must work directly with the Sport Club Director to reserve facilities well in advance. While the Sport Club Director will try to meet the needs of each Club, it must be kept in mind that facilities are limited. Advanced planning is key in ensuring usage of Rose-Hulman facilities.

**Scheduling**

- When scheduling home competitions, consult the Sport Club Director for space reservation prior to completing the competition schedule.
- Discuss scheduling needs for practices with officers and Club members. Due to limited space, it will work best to secure the space before planning practice time.
- For all game, practice and meeting space reservations, the Club President must meet with the Sport Club Director.
• During finals, break weeks, and other holidays, facility hours may be different and Club Presidents must meet with the Sport Club Director if they wish to practice or compete during such times.
• Facility availability may be withheld when improper usage is reported or when clubs fail to adhere to Rose-Hulman and SRC policies and procedures. All facility users are expected to use proper conduct.
• Reservations for playing fields may be cancelled due to wet or unsuitable conditions at the discretion of the Sport Club Director. Clubs are encouraged to have an inclement weather back-up site available.
• Each Sport Club is responsible for damages that occur or any mess that is made during the use of any facility/field.
• **When practicing outside please do not park in front of the Facilities Loading Dock.** Please use the gravel lot just to the east of Facilities and west of the South Field.

**Loss of Facility Usage**
The following behaviors will result in the loss of the Club’s facility usage privileges, as well as a disciplinary action as described in the *Discipline Process* of this handbook.
• Failure to obey regulations and comply with decisions made by Building Supervisors and departmental staff.
• Infliction or threat of infliction of bodily or emotional harm, whether done intentionally or with reckless disregard.
• Use of abusive language at any Rose-Hulman facility.
• Using roller skates, skateboards, or use of any wheeled-devices (except wheelchairs) indoors.
• Smoking, eating, and drinking in work-out and recreation areas.
• Using alcoholic beverages or illegal drugs at any Rose-Hulman event or facility.
• Failure to use a reserved area. Any time a Club has a reserved facility, it must be used. If the Club cancels a practice, game or any reservation, the Club President must contact the Sport Club Director at least 24 hours before the reservation is in effect.
• Misuse of equipment and facilities as well as inappropriate conduct and actions.

**INCLEMENT WEATHER**

In the event of inclement or severe weather conditions, (heavy rain, lightning, snow, below freezing temperatures, tornadoes, poor field conditions, etc.) the Sport Club Director or his representative may cancel scheduled practices or games to ensure the safety of all participants and spectators of Sport Clubs. The Club president will be contacted immediately by e-mail and by telephone to inform them of the decision to cancel Club activities.

For outdoor events, inclement weather may make field conditions unsafe for participants, which may prevent a Club with a prior reservation from using a facility/field. During periods of inclement weather, decisions to open or close the facilities/fields will be made by the Sports Club Director. A facility/field may be closed during an event if weather conditions warrant. Clubs are strongly encouraged to have alternate arrangements made in the event that a facility/field is closed due to inclement weather.
**Rose-Hulman Lightning Policy**

1. If lightning is visible and/or thunder is heard, remove all persons from the athletic fields and into any building normally occupied or frequently used by people, i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure.
2. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible, nor a golf cart) with the windows shut provides a measure of safety.
3. The athletic fields will be closed and will re-open 30 minutes after the lightning and/or thunder is no longer present.

**OUTDOOR ACTIVITIES MUST REMAIN SUSPENDED UNTIL THIRTY MINUTES AFTER THE LAST THUNDER IS HEARD OR LIGHTNING IS SEEN.**

**EQUIPMENT STORAGE**

All Sport Club equipment should be stored in Rose-Hulman facilities whenever possible. The Sport Club Director will assist in finding an appropriate location. When combinations are issued to Club Presidents for storage areas, it is the responsibility of the President to assure that storage areas are not misused. Lock all doors.

- Please inventory your equipment and supply the Sport Club Director with your inventory at the end of the academic year.
- Please discard broken-unused equipment.
- To purchase new equipment/services, you **must** fill out a purchase request form and get approval from the Sport Club Director. This is to ensure that all the Recreation Department rules and regulations are being followed as well as SGA’s.
  - Purchase requests **must** be filled out no later than May 15th. Any requests made after that date will be denied.

**TRAVEL**

In order to travel as a Rose-Hulman Sport Club, a club representative must fill out the travel packet and turn into the Sport Club Director 72 hours before the club leaves for their event/contest. You can find the packet online at [http://www.rose-hulman.edu/src](http://www.rose-hulman.edu/src). After returning from your trip you must file a Post-Trip report to the Sport Club office documenting any injuries, as well as turning in your reimbursement form. Failure to turn in travel packets may result in loss of traveling privileges.

**VISITING CLUBS**

All visiting Sport Club teams **must provide the Sport Club Director with a Visiting Club Roster Form and a completed Sport Club Visiting Team Participant Waiver Form completed by each member travelling with the Club before competing on the Rose-Hulman campus.** The Visiting Team Participant Waiver Forms and Visiting Club Roster Form are located in the Sport Club Director’s Office, which is located in the Sports and Recreation Center. These forms must be filled out before a Club from another school participates in any event on Rose-Hulman grounds. This is for the liability of each Club and the Rose-Hulman campus. If
possible, the Club president should send these forms before the event so the visitors have time to read and fill them out before arriving on campus. These forms will consist of a team roster with the name, signature, gender, age, phone number and emergency contact name and number of all members from the visiting team. After these forms are completed, please turn them into the Sport Club Director where they will stay on file for legal purposes.

**PHYSICAL EXAMINATION**

Rose-Hulman does not require, but strongly recommends that all students, faculty, and staff who participate in a Sport Club obtain a medical examination prior to participation in the activity. Rose-Hulman assumes no responsibility for any Club member with an existing health condition that makes it advisable for him/her not to participate in sport club activities. Students, faculty and staff are strongly encouraged to consult a family physician or the Rose-Hulman Student Health Center if they are uncertain about a medical condition.

**SAFETY**

It is the responsibility of the Club president and each Club participant to continuously maintain an environment conducive to safe practice and competition during Sport Club activities. Rose-Hulman strongly recommends that all participants use necessary precautions for personal safety and the prevention and recovery from personal injury (e.g., use of a mouthpiece, protective eyewear, etc.). If the Department of Recreational Sports learns that any Sport Clubs or participants are conducting their activities in an unsafe or irresponsible manner, Rose-Hulman reserves the right to terminate any Club’s or member’s participation in the Sports Club Program.

**INJURIES**

If an injury occurs during a Sport Club event the Club president will follow the Sport Club Emergency Action Plan. There should be medical kits available at all events for minor injuries: cuts, scrapes, etc. All members are urged to obtain a physical examination before participating in any Sport Club activities. Each member is responsible for knowing his or her own physical limitations.

When an injury does occur the Club president must assure that an incident/accident report form is completed, no matter the severity of the injury. The form should be completed by the individual who rendered care to the injured person or by a Club officer. The Club president should keep several copies of this form with them during all Club-related activities. If a club member is injured, they will be ineligible to return to competition/activity until cleared by Student Health.

If an injury is severe enough to require transportation to a hospital, the Club President or one of his/her representatives must contact the Sport Club Director **IMMEDIATELY** at (812)201-7903 with the following information:

- Name of Injured
- Assumed severity of injury
• Method of transportation (Ambulance or friend)
• Which hospital were they transported to

ATHLETIC TRAINERS

Sport Club members will NOT have access to Rose-Hulman Athletic Trainers. It is not required, but strongly recommended that all contact Sport Clubs have an athletic trainer on-site for all home events (some leagues/affiliations may require an athletic trainer on-site for all home events). Rose-Hulman Athletic Trainers will NOT be available for this service, but the Sport Club Director can assist in finding a certified trainer. If an athletic trainer is not obtained for a home event, the Club must at least have a CPR & First Aid certified individual with a fully-stocked first aid kit on-site for home events.

EMERGENCY ACTION

• Each Sport Club should have an Emergency Action Plan to be used in the event of a medical emergency.
• Clubs hosting special events should be familiar with emergency information and procedures.
• A properly supplied first aid kit should be maintained on site at all activities and events.
• At least one person trained to respond to emergencies (First Aid/CPR training) should be present at Club activities and events.
• A cell phone to be used for emergency communications should be available at all activities and events.
• At the first sign of dangerous weather conditions, all activities are to cease immediately and participants instructed to seek shelter. When weather conditions are questionable, contact the Sport Club Director-Jordan Barrett at (812)201-7903 for a weather update.
EMERGENCY ACTION PLAN

An Emergency Action Plan is a written plan that every Club should have to prepare for potential emergencies, and a copy should be given to the Sport Club Office to go into each club’s file. Such a plan should define the responsibility of everyone who may be involved and it should cover the following areas:

1. Layout
   - EMS personnel access and entry/exit routes
   - Location of rescue and first aid equipment
   - Location of emergency equipment (fire extinguishers, flashlights, etc…)
   - Location of telephones and emergency numbers
   - Location of exits and evacuation routes.

2. Support Personnel (provide telephone numbers)
   - Sport Club Director
   - Facility administrators and supervisors
   - EMS personnel
   - Police
   - Hospitals

3. Club Responsibilities
   - Person to contact and meet EMS personnel
   - Person(s) to provide care
   - Person(s) to control bystanders and supervise other participants
   - Person(s) to transport participant when appropriate.

4. Communication
   - How and when to contact EMS personnel
   - Other persons to be informed (for a serious injury or illness):
     - Sport Club Director – (812)201-7903
     - Parent/Guardian to be contacted by the Sport Club Director
   - How to deal with the media (Inquiries from the media should be referred to the Department of Recreational Sports)

5. Follow-up
   - Complete appropriate documentation (Accident/Incident Report)
   - Replace first aid supplies as necessary
   - Emergency Action Plan Evaluation
   - Critical Incident Stress Debriefing (if necessary)
   - Check on condition of injured participant
DRUG & ALCOHOL POLICY

Rose-Hulman is committed to maintaining a healthy and safe academic community that reflects high standards of personal responsibility and behavior. Within Sport Clubs, drug and alcohol use will not be tolerated under any circumstances. If at any time, a Sport Club team, team member(s), or team spectator is found violating any policies regarding drug or alcohol consumption or distribution, the individuals and team as a whole will be penalized. Furthermore, illegal drugs and alcohol are prohibited at Club sponsored activities, on or off campus. It is the responsibility of the Club to see that visiting teams and its own members adhere to this policy. There will be no consumption of alcoholic beverages while traveling to and/or from college/university sponsored events. Any deviation from this policy will result in immediate dismissal from the program.

TOBACCO POLICY

All recreation and athletic facilities are tobacco free, including outdoor Club/Intramural playing fields. The Department of Recreational Sports recommends that all tobacco products be eliminated from use by spectators and participants during Club activities. The use of tobacco products, including any kind or form of tobacco, cigarettes, cigars, chew, snuff, etc. is prohibited at all Club activities. Any deviation from this policy will result in disciplinary action.

LEAGUE AFFILIATION

Sport Clubs are encouraged to join local, regional and national associations to promote competition and interaction with other sport-related organizations. Each Club should seek affiliation with the recognized governing body of their individual sport. Each Club is responsible to see that its members comply with the rules, policies and procedures defined by their respective league or governing body. The Sport Club Director will be available for advice and assistance in finding a national governing body that best fits your particular Club. After each club is affiliated with their national governing body please inform the Sport Club Director which organization you have joined.

MARKETING/PROMOTIONS

Publicity is important for all Sport Clubs as a means of attracting new members and informing the campus community and the public of Club activities and accomplishments. There are many opportunities for Club promotion through the Department of Recreational Sports and the Rose-Hulman campus community. The Sport Club Director will be available for advice on marketing/promoting Clubs and also will be able to assist in sending out campus wide postings and other marketing/promoting tools that will support Sport Clubs. Clubs may post signs and flyers to advertise their activities in designated areas on the Rose-Hulman campus as long as they follow the guidelines listed below:

- Publicity must not contain language designed to undermine the goals of Rose-Hulman and the Department of Recreational Sports, nor to infringe on the rights of others.
- No advertising matter may contain anything that may be construed as obscenity, defamation of individuals or groups, or in violation of the student code.
• No publicity may contain advertisement of tobacco or alcoholic beverages.

**SPORT CLUB WEBPAGE**

The Sport Club webpage has been developed to provide information about the Sport Club Program and to allow Sport Clubs to promote themselves to the Rose-Hulman campus community. The webpage also provides easy access to administrative forms and policies for Club officers. Each Club is highly encouraged to maintain a web page link on the Sport Club webpage. The Sport Club Director can assist in developing each link, but it is the responsibility of each Club to provide information to be displayed in the web page. Such information includes:

• Upcoming events, including games, tournaments, meetings, and fundraisers.
• Schedule of season practices and competitions.
• List of officers and their contact information.
• Club information, including Club constitution, coach/advisor information, dues information.
• Pictures and player bios.
• Other announcements or pertinent information.

**AWARDS**

Clubs or Club members may be honored for their accomplishments both on and off the field/court. The Sport Club Program will seek nominations of qualified Clubs and Club members for the awards listed below. Awards will be presented at the Student Organization Awards & Recognition Reception held at the end of the academic year.

**Awards:**

1. Officer of the Year
2. Student Organization Member (non-officer) of the Year
3. Male Athlete of the Year (Sport Club)
4. Female Athlete of the Year (Sport Club)
5. Advisor of the Year
6. New Student Organization of the Year
7. Student Organization of the Year

**FORMING A NEW SPORT CLUB**

Sport Clubs are formed by groups of students who show interest and commitment to a particular activity. To ensure that there is adequate interest for the formation of the Club, available facility space for practices and games, and enough resources to fund the Club, the following criteria has been developed:

• Have a clear idea (written out) about the Club you want to start.
• Begin an informal survey of who may be interested in joining the Club.
• Make an appointment and meet with the Sport Club Director to discuss ideas and obtain a copy of the Sport Club Handbook.
• Have tentative dates, times, and facilities required for practices and games for the Sport Club Director to ensure available space.
• Get approval for the advertisement of an interest meeting for the Club.
• Host an interest meeting for the Club on campus.
• Provide a sign-in sheet with contact information of attendees.
• Create a constitution and bylaws for the Club.
• Create a budget to show funds required for operation.
• Attend a Sport Club Council Meeting (Sport Club Director will inform you of date and time of meeting)

CLUB CALENDAR

Each Club should develop a Club calendar that will detail what the Club is planning for the upcoming season. This calendar should include any practices, meeting dates, fundraising events, travel dates, games, etc… This calendar is not necessary, but could be very beneficial for the Club. All Club members should have a copy of this calendar so they are aware of all dates of Club events. The Club calendar should also be available on the Club webpage so that interested Rose-Hulman students are aware of upcoming events.

REQUIRED CLUB ITEMS

The following things must be turned in each academic year and will placed in the permanent file that is located in the Sport Club Director’s office. Each one will be due at a different time and your club will be notified when a particular item will be due. If those items are not turned in when due, the Club could face possible disciplinary action including but not limited to: probation, loss of status, loss of travel privileges, etc.

• Current Year Executive Board and Contact List
• Roster/Active member list (please use constitution guidelines when determining an active member.)
  o Depending on sport, competition clubs may have additional restriction such as competition is limited to undergraduates, or to a particular gender.
• Current constitution will be required on Banner Web. If current one has already been uploaded, resubmission will not be necessary.
• An annual report will be required on Banner Web. Items in the report will include:
  o List of Officers
  o Advisor
  o Member List (Already on Banner)
  o Season Results (if competition)
    ▪ Breakdown of games
    ▪ Injury forms
  o Equipment Inventory
  o Written synopsis of year
    ▪ What went well for the club
    ▪ What issues arose
    ▪ What can the Sport Club office do to help those issues
SPORT CLUB ROSTER LIST
ROSE-HULMAN INSTITUTE OF TECHNOLOGY

Club:__________________ Number of Members: _________ Year: _________

Please list Club members information below (Required):

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
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<th>Gender</th>
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When an emergency does occur, the following plan should be implemented.

I. **Survey the situation**
   A. The person with the highest level of medical expertise should take charge of the situation (safety officer(s) or any individuals who are CPR & First Aid certified).

II. **Role of First Responders:**
   A. Survey the scene and approach the victim.
   B. Provide emergency care of the injured or ill victim, if needed.
   C. Retrieve emergency equipment needed.

III. **Determine if EMS should be called**
   A. Locate the nearest telephone and dial 911 or public safety at ext. 8590
   B. If a telephone is not available, locate the nearest emergency call box to reach public safety directly, who will then call EMS.

III. **Nearest Phones/Call Boxes at Each Facility:**
   A. SRC - During all practices and events, there is a telephone available in the front lobby.
   B. Lighted IM fields - There is an emergency call box located between the garage doors on the building between the two lighted IM fields.
   C. South IM Field - There is an emergency call box located on the red maintenance barn, which is just southwest of the South IM Field.

IV. **Information to give when calling EMS:**
   A. Your name
   B. Type of emergency situation
   C. Possible injury/condition
   D. Status of injured person(s)
   E. Exact location of the facility or injured individual and specific point of entry to the facility
   F. Telephone number of phone being used
   G. Always hang up last
   H. Designate an individual to flag down EMS or Campus security.
   I. Crowd control: designate someone to limit the scene to first aid providers only.

* **Venue Directions following and on reverse side of sheet**

**Lighted IM Fields Directions:** Enter main campus entrance just east of the intersections of US Highway 40 and US Highway 46. Turn left at first intersection on campus. Proceed approximately 100 yds. then turn right, which is the first road that you will come to. Follow the road between buildings and down the hill to the Sports and Recreation Center next to the football field. Turn left after going over the bridge. Follow road around the building until you are in back of building and follow road behind building and football field. IM fields are located just east of the football field and tennis courts. When you call Campus Security ask if they will escort EMS from entrance.
**South IM Field Directions:** Enter main campus entrance just east of the intersections of US Highway 40 and US Highway 46. Turn right at the first intersection on campus. Proceed approximately 75 yds, then turn left, which is the first road that you will come to. Follow the road straight, in between the academic buildings and parking lot, until you see the Facilities building, which is in the northeast corner of the parking lot. Turn right towards the Facilities building going down a parking lot aisle where you will see a gravel lane that is just south of the Facilities building at the east end of the parking lot. Follow the gravel lane, which will curve around to the South IM Field. The South IM Field is just north of the red maintenance barn.

**Sports and Recreation Center Directions:** Enter main campus entrance just east of the intersections of US Highway 40 and US Highway 46. Turn left at first intersection on campus. Proceed approximately 100 yds, then turn right, which is the first road that you will come to. Follow the road between buildings and down the hill. Cross the bridge towards the bottom of the hill and proceed straight to the Sports and Recreation Center parking lot. The Sports and Recreation Center is the building just west of Cook Stadium Football Field.
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ASSUMPTION OF RISK AND RELEASE WAIVER

By signing the Assumption of Risk and Release, the individual named below wishes to participate in the “Event/Activity” described below and recognizes that there are risks of damage or injury arising from this event or from other activities (including travel) that may be associated with participation in the Event/Activity.

Event/Activity: __________________
Start Date: ________________
End Date: ________________

By his/her signature below, the participating individual voluntarily agrees to assume and/or incurs all risks of loss, impairment, damage or injury of whatever kind, including death, that may be sustained or suffered by participation in this Event/Activity whether or not the result in whole or in part of acts or omissions, negligence or other unintentional fault of the Event/Activity or Rose-Hulman Institute of Technology. In addition, the participant (including his/her heirs, assigns and personal representatives) agrees to release, hold harmless, and indemnify Rose-Hulman Institute of Technology from and against any claims, demands, actions, causes of action, lawsuits, expenses, or losses (including attorneys’ fees) on account of property damage or personal injury (including death) arising out of or attributable to the individual’s travel to or participating in the Event/Activity.

This Assumption of Risk and Release Waiver applies to Rose-Hulman Institute of Technology and all of its trustees, officers, directors, managers, servants, agents, faculty, staff, students, volunteers, employees, advisors and/or representatives.

The undersigned acknowledges that he/she has read and understands this document.

Executed as of this ________________ day of __________________ 20__. 

Participant’s Name: ____________________________
Address: ______________________________________
Emergency Contact Number and Name: ____________________________

Participant’s Signature: ____________________________
Signature of parent or guardian (if participant is under 18 years of age): ____________________________
SERVICE PROVIDER AGREEMENT

Rose-Hulman Institute of Technology ("Rose-Hulman") hereby grants to:

(Organization/Individual Name/Business) ("Service Provider")

permission to provide the required service to Rose-Hulman Institute of Technology for the sole purpose of

__________________________

(describe use)

on the following date(s) __________________________, __________________________.

While providing the agreed service, Service Provider ("Provider") agrees to comply with all applicable laws, rules and regulations of Rose-Hulman and any special instructions given to Provider by representative(s) of Rose-Hulman. Provider agrees that all persons providing a service under this agreement will commit no damage to Rose-Hulman's facilities/property and that if such damage occurs, Provider will reimburse Rose-Hulman the cost of repair.

Provider agrees to carry public liability insurance with a company acceptable to Rose-Hulman Institute of Technology in the amount of $1,000,000 combined single limit bodily injury and property damage on an occurrence basis, agrees to carry Worker’s Compensation insurance and agrees to cause a Certificate of Insurance to be issued with Rose-Hulman named as an ADDITIONAL INSURED. Claims made policies shall NOT be acceptable. Satisfactory certification that such insurance is in full force during the times of the service being performed must be furnished. Provider will not be authorized to subcontract services with another individual/business to provide additional services on our campus or within our facilities, during the times while providing a service without first contacting the Risk Management Coordinator at Rose-Hulman.

Provider agrees to indemnify, defend and hold harmless Rose-Hulman, its agents, servants, employees, trustees, officers and representatives from any liability, loss, or damage which Rose-Hulman may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including attorneys' fees, asserted against or incurred by Rose-Hulman arising out of, during, or as a result of Provider using Rose-Hulman's facilities, except such liability, loss or damage which is the result of or arising out of the sole negligence of Rose-Hulman.

Dated this __________ day of __________________________, 20___.

(Organization/Individual Name/Business), ("Provider")

By: ____________________________  By: ____________________________

(Signature of Director for RHIT Dept.)

Printed Name & Title of Representative  Printed Name & Title
Sport Club Injury Report Form

Name of Victim: ___________________________  Age:  ___  Gender:  Male ___  Female __

Phone # of victim:  Home: ___________________  Cell: ___________________

E-mail: __________________________________  Status:  Student ( )  Faculty/Staff ( )

Date of Incident: _____________  Time of Incident: _____________

Location of Incident: -
________________________________________________________________________

Description of incident and injury: ____________________________________________
________________________________________________________________________
________________________________________________________________________

Care Provided:

Did victim refuse medical attention?   Yes _____  No _____

Name of person that provided care:
________________________________________________________________________

Describe in detail care given:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Was public safety called?   Yes _____  No _____  If yes, by whom? _______________

Was EMS called?   Yes _____  No _____  If yes, by whom? _______________

Was the victim transported to an emergency facility?   Yes _____  No _____

If the victim refuses attention, they must read and sign this statement:

I have been advised that I may have a medical condition(s) which may require an examination by a
doctor, and I refuse such medical care and or advice as has been rendered by Sport Club personnel.
OR I do not believe a medical emergency exists and I require no further assistance.

Signature of victim: ___________________________________________
1. Name: ___________________________ Phone Number: ______________________
   Address: ___________________ City: ___________ State: _____ Zip: ________
   Witness description of incident: _________________________________________
   ____________________________________________
   ____________________________________________

Witnesses:

2. Name: ___________________________ Phone Number: ______________________
   Address: ___________________ City: ___________ State: _____ Zip: ________
   Witness description of incident: _________________________________________
   ____________________________________________
   ____________________________________________

3. Name: ___________________________ Phone Number: ______________________
   Address: ___________________ City: ___________ State: _____ Zip: ________
   Witness description of incident: _________________________________________
   ____________________________________________
   ____________________________________________

Injury Report Form Completed By:

Name: ___________________________ Position: ______________________
Signature: _________________________ Date: _________________________
ROSE-HULMAN INSTITUTE OF TECHNOLOGY
SPORT CLUB POST-TRIP FORM

Club Name: ___________________________________________________________________

Submitted by: ___________________________ Date: __________________________

Departure Date: ___________ Event Date: ___________ Date Returned: ___________

Destination (place of competition): _____________________________________________

Total Attendance for Trip ________ = Club Members _______ Coaches _______ Advisors __

Did you use an RHIT vehicle (please circle one):     Yes          No

If yes, how many vehicles did you use? ________________.

Highlights of the Trip: (Please be specific – Score(s), who scored, activities, etc…) _______
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Please State Any Problems/Additional Comments: (Please be specific)
_______________________________________________________________________
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**Rose-Hulman Institute of Technology**

**Sport Club Reimbursement Form**

Make check payable to: __________________________________________________________

Send check to: _________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Description: _________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Club: ________________________________________________________________

Account number (82xxx-2002-9610): __________________________________________

Invoice/PO number: ___________________________________________________________

Amount: _________________________________    Date: ______________________________

___________________________________________    ____________________________

Club Treasurer                          Club Advisor

___________________________________________    ____________________________

SGA Treasurer                          SGA Advisor

___________________________________________                        

Sport Club Director

Every Reimbursement Form needs an original receipt or official invoice. Please staple these to the back of this form.

For travel reimbursements: Only one person per Form.

Contact the SGA Treasurer with any questions.
# ROSE-HULMAN INSTITUTE OF TECHNOLOGY
## CONTACT PHONE NUMBERS

### Club Sports

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office / Cell Numbers</th>
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<tbody>
<tr>
<td>Jordan Barrett</td>
<td>Asst. Director of Rec. Sports and Athletic Facilities, Sport Club Director</td>
<td>(812)877-8961 office, (812)201-7903 cell</td>
</tr>
<tr>
<td>Mike Frassetto</td>
<td>Graduate Assistant for IM Sports and SRC</td>
<td>Office: (812)877-8069</td>
</tr>
<tr>
<td>Ryan Brimberry</td>
<td>Director of Rec. Sports and Athletic Facilities, <em>club sports only</em></td>
<td>(812)208-8298 cell, (812)877-8621 office</td>
</tr>
<tr>
<td>Brian Shearer</td>
<td>Assoc. Director of Rec. Sports and Athletic Facilities, <em>club sports only</em></td>
<td>(812)208-2346 cell, (812)872-6086 office</td>
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### Public Safety

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