



University of Pittsburgh

Pitt Club Sports

Handbook

Table of Contents

<u>Section</u>	<u>Page</u>
CONTACT INFORMATION	3
OVERVIEW	4
Club Sports Defined.....	4
Mission.....	4
Administration	4
CLUB ADMINISTRATION/OPERATION	5
Starting a New Club.....	5
Membership/Eligibility.....	5
Responsibilities.....	5
Leadership/Officers.....	6
Pitt Club Sports Council	6
Coaches/Instructors/Volunteers	6
Practices/Competition	7
Facility Reservations.....	7
Contracts	8
Uniforms	8
FINANCES	9
RISK MANAGEMENT & INCIDENTS	9
Assumption of the Risk.....	9
Physical Examinations	9
Insurance	9
Safety	10
Injury Reporting.....	10
Athletic Training.....	10
Action Plan.....	11
CONDUCT	11
Responsibility and Standards for Student Organization	11
Alcohol and Drugs	11
Hazing.....	12
CLUB TRAVEL/UNIVERSITY VEHICLES	13

CLUB PROMOTING/MARKETING13
Websites.....13
Social Media13
Emails13
Copies, Flyers, Mailing, Etc.13
Outside the Classroom Curriculum (OCC).....13

CONTACT INFORMATION

COORDINATOR OF COMPETITIVE & RECREATIONAL SPORTS

Hunter England
Baierl Student Rec Center
3028 Petersen Events Center
412-383-3594
hje2@pitt.edu

DEPARTMENT OF CAMPUS RECREATION

Baierl Student Rec Center
3034 Petersen Events Center
412-648-8210
rec@pitt.edu
www.rec.pitt.edu

STUDENT ORGANIZATION RESOURCE CENTER (SORC)

833 William Pitt Union
412-624-7115
sorc@pitt.edu

STUDENT ORGANIZATION RESOURCE CENTER BUSINESS OFFICE

835 William Pitt Union
412-624-7116
sorc2@pitt.edu

UNIVERSITY PARKING, TRANSPORTATION & SERVICES

Forbes Pavilion
3525 Forbes Ave.
412-648-7690
auto rentals@bc.pitt.edu
www.pts.pitt.edu

STUDENT GOVERNMENT BOARD (SGB)

848 William Pitt Union
412-648-7970
sgb@pitt.edu

OFFICE OF STUDENT CONDUCT

738 William Pitt Union
412-648-7910
usjs@pitt.edu

OVERVIEW

CLUB SPORTS DEFINED

A sport club is a registered student organization that has been formed for the purpose of competing and/or participating in a particular sport. Many sport clubs exist because of the desire to continue participation in a sport by students other than varsity athletes. Each club's level of competition or activity is unique, and is dependent on club leadership. Sport clubs are student-initiated, student-led, and student-managed, providing an opportunity for the development of leadership and other life skills and to contribute to the overall college experience. **Club sport programs are an Independent Student Organization and not owned or operated by the University of Pittsburgh (*).** Participation in Pitt Club Sports at the University of Pittsburgh is voluntary. The University of Pittsburgh is not responsible for any injury, damages, or property loss that may be sustained through participation in the sport club programs.

Competitive Clubs

Competitive clubs compete against outside competition, usually other collegiate clubs, as part of a structured regional or national league. **Competitive clubs MUST be part of a National Governing Body.** Many competitive clubs have coaches, travel and play off-campus, and conduct regularly scheduled practices. Competitive club sports also typically involve a greater financial commitment and time commitment, both in number of days per week and a longer period of time for the season.

Recreational Clubs

Recreational clubs focus more on instructional aspects and recreational play of the sport or nature of the club/activity they are associated with. Recreational clubs are not required to be a member of a National Governing Body, however, their sport must have a recognized National Governing Body to be considered a club sport program. Recreational clubs DO NOT compete against outside competition.

MISSION

Pitt Club Sports at the University of Pittsburgh is dedicated to providing students safe opportunities for participation in a wide variety of sport activities, including activities that are competitive, recreational, and instructional in nature. Students are afforded leadership opportunities and experiences, as each club is organized, managed, and led by students. The program strives to contribute to the health, well-being, development, and education of students through involvement with sport club activity, while supporting those activities by providing use of Campus Recreation facilities and services.

ADMINISTRATION

Competitive and recreational sports are registered through the Division of Student Affairs, and administered by the Campus Recreation Department, the Student Organization Resource Center in the Office of Student Life, and the Office of Student Conduct.

**Unless otherwise sponsored by the university*

CLUB ADMINISTRATION/OPERATIONS

STARTING A NEW CLUB

When starting a new club or organization, you must adhere to the [Guidelines for Registration](#) on the SORC website, complete all of the requirements for registration including completing the online application, drafting a constitution and securing 10 members and a full-time faculty or staff advisor. Once completed, your application will be reviewed and approved by the SORC and the Office of Student Life.

New Club Provisionary Period

All new club sport programs will enter a provisional period after being formed and recognized by SORC. New programs are required to register as a recreational club sport during this provisional period, which means no clubs in the provisional period can compete against outside competition. The provisional period will last between 1-2 semesters based on various factors related to the new club's level of preparation in completing requirements to become a competitive club sport. The Coordinator of Competitive and Recreational Sports will inform club's when they are ready to complete their provisional period.

MEMBERSHIP/ELIGIBILITY

Participation in a competitive or recreational club sport is limited to current University of Pittsburgh undergraduate and graduate students, faculty, and staff. Alumni, incoming students, and community affiliates are not permitted to participate. All members must comply with requirements of registration, the [Student Code of Conduct](#), the university's [Non-Discrimination Policy](#), and any other requirements as identified by the Competitive and Recreational Sports Coordinator, the SORC and/or the Office of Student Life. Each club and club member must also adhere to the standards and requirements of their sport's governing organization.

RESPONSIBILITIES

Club Registration

Must register within the registration period set by the SORC following your club's officer elections. Officers must attend any mandatory officer meetings/trainings at the beginning of the semester.

Constitution

The club constitution must be updated yearly by the club officers and reviewed by the SORC.

Team Rosters

Clubs are responsible for fully updating their roster on IMLeagues at the beginning of each semester, and must continue to update rosters as additions are made throughout the

semester. Every participating member must be included on the online roster. Any officer positions and changes must also be reported on the IMLeagues roster.

Liability Waivers

Any waivers, assumption of risk, and release of liability forms must be signed by all members prior to the starting of any activity with that club. Agreement to Participate Forms can be accessed through each organization's IMLeagues page. It is the club president's responsibility to make sure all waivers are signed from each participant before the start of an activity.

LEADERSHIP/OFFICERS

In order to be eligible to hold an officer position within a club, the member must be a student enrolled in a degree seeking program as well as meet the University's requirement for full-time status. They must also be in good academic standing with the University.

Elections

Based according to constitution but recommended that they take place annually towards the end of the spring semester.

Implementing New Officers

Clubs should elect president, vice president, business manager, and secretary. Clubs can choose to elect more than just the positions outlined above as desired. Clubs are responsible for reporting officer changes to the Coordinator of Competitive and Recreational sports as well as office of student life with name, position, number, and email.

PITT CLUB SPORTS COUNCIL

The mission of the Pitt Club Sports Council is to unite the club sports as a cohesive unit, representing those students who aim to pursue a higher level of competition, sportsmanship, camaraderie, and leadership opportunity. The Pitt Club Sports Council meets monthly and will play a large roll in future club sports decisions, upcoming needs, wants, and concerns of the club sports teams, be an advocate and unified voice for club sports, and facilitate the growth and success of the program. All clubs must have a representative at each meeting. Four new officers for the PCS Council will be elected at the end of each academic year by other club sports teams.

COACHES/INSTRUCTORS/VOLUNTEERS

Clubs are permitted to utilize coaches, instructors, and/or volunteers to assist with the organization and development of their program. These individuals may be current student, faculty or staff members, or non-affiliates. **Coaches, instructors, and/or volunteers should not control the decisions and operations of student-run clubs. They are not employees of the University and do not receive the same benefits and protections that are provided to each club member.** Additionally, all non-university individuals acting as coaches, instructors and/or volunteers should be regarded as independent contractors, who are liable for their

actions with regard to the club. The student members are ultimately responsible for all of the decisions and operations of their club.

Background Checks

To ensure the safety of all club members and the University, background checks should be conducted on all non-University individuals prior to working with the club.

Facility Access

University of Pittsburgh athletic and recreational facilities are limited to current students, faculty and/or staff ONLY. Coaches, instructors and/or volunteers working with clubs on campus, must obtain a facility guest pass from the Campus Recreation Department in order to access any facility.

Compensation

Clubs are permitted to compensate coaches, instructors, and/or volunteers, and may negotiate the terms by which they are paid. All paid positions require the signing of an *Instruction Services Agreement*, which can be provided by the SORC office. Agreements taking place on campus must be approved and signed by the Dean of Students. Agreements taking place off campus can be signed by the club officers. Payment for instructors conducting seminars can be applied for allocations from SGB, but compensation for coaches can only be paid with the club's private funds.

PRACTICES/COMPETITIONS

Clubs are responsible for securing facilities for their practices and competitions, and may choose to use University facilities located on campus, or rent facilities located off campus provided by a third party. The Campus Recreation Department manages several facilities on campus that are available to club sports, though availability cannot be guaranteed. **Clubs who wish to secure and rent facility space off campus can apply to receive funding from SGB Allocations.**

Clubs are responsible for submitting their game schedule and practice schedule on their club's IMLeagues webpage. Clubs are also encouraged to update their game schedule with final scores and league standings.

Recruiting Events

All recruiting events hosted at the University of Pittsburgh involving minors must be registered with and approved by the Office of Human Resources. [Register event here](#). If the event is approved, proof of approval must be provided to the Competitive and Recreational Sports Coordinator before the facility request is confirmed.

FACILITY RESERVATIONS

The Campus Recreation Department operates various indoor and outdoor facilities that can be reserved by competitive and recreational club sport organizations. Clubs may need to be flexible with practice dates and times due to scheduling Varsity Athletics, Intramural Leagues, and other University Events.

Requesting Facility Space

Prior to the semester, competitive club sport programs needing facility space from the Campus Recreation Department should email the Competitive and Recreational Sports Coordinator their request times. The coordinator will then create the master schedule, notify the clubs of their practice times, and then the coordinator will confirm the practice schedule by uploading it into EMS. Recreational club sport organizations are required to submit their facility requests via EMS.

Requests need to be submitted at least one weeks prior, unless it is a tournament or large event. This needs to be completed at least a month in advance or as early as the organization knows about the event.

If the club or organization is not practicing or using the space, they need to submit their cancellation through virtual EMS no less than 24 hours in advance. If a tournament or large event is being cancelled, clubs must submit their cancellation through EMS at least a week in advance.

EMS Scheduling

- To reserve a facility managed by the Campus Recreation Department, clubs must have a registered EMS account. Only one member of the organization can be authorized to reserve space on behalf of their organization and should be updated yearly.
- To create an account, visit the [Student Union page](#).

For questions regarding the facility reservation process, contact the Competitive and Recreational Sports Coordinator.

CONTRACTS

If at any time a Pitt Club Sport needs or a third party requests the Club Sport execute a contract, the Club Sport is required to follow the [SORC Guidelines for Student Organization Contracts](#). The SORC Business Office has University contract templates available for most on-campus activities, such as Event Production, Live Performance, DJ, and Instructor Service Agreements.

All contracts for *on campus activities* must be processed with the SORC Business Office. Students or Advisors MAY NOT sign any contract on behalf of the University.

All off-campus activities of Pitt Club Sports with independent student organization status are the sole responsibility of the officers and members of the Club. Any contract executed for off-campus activities must state the following: *“The parties agree and understand that the University of Pittsburgh is not a party to this contract and that the University of Pittsburgh is not responsible under any circumstances, for performing any obligation of this contract.”*

UNIFORMS

In the event you wish to use a University Trademark, the [Pitt Logo Use Guidelines for Registered Student Organizations](#) must be followed. Any violations of University Trademarks

will be processed through the [Office of Student Conduct](#).

University Licensing Manager

Lori Burens

(412)648-8338

Lburens@pitt.edu

FINANCES

Each club is responsible for the financial operations of their organization. This includes collecting team dues, receiving allocations, fundraising, equipment purchases, facility rentals, travel and other expenses. It is very important for club officers to maintain financial well-being in order to keep their club in good standing with the University. Each registered club sport has a University Account managed through the SORC office. The University Account must be used for all organization transactions. Each club must abide by SORC Funding Policies and [SGB Allocation Policies](#).

RISK MANAGEMENT & INCIDENTS

ASSUMPTION OF RISK

Participation in Pitt Club Sports at the University of Pittsburgh is voluntary. The University of Pittsburgh is not responsible for any injury, damages or property loss that may be sustained through participation in the club sports program. This policy is outlined in the [Club Sports Participation Agreement](#) that each club member is required to sign. Participation Agreements are required to be signed and submitted on IMLeagues.

PHYSICAL EXAMINATIONS

All individuals should receive a physical examination and be cleared to play before participating in a club sport. Individuals with health or medical conditions should not participate in a club if there is a serious risk of harming themselves or others. If an individual develops a health or medical condition, they should suspend participation with their club until they become healthy and cleared to play again. Physicals can be obtained on campus through the [University Student Health Service](#).

INSURANCE

The University of Pittsburgh blanket insurance does not cover club sports or individual members within each club, regardless of their status as a student, faculty, or staff member. As such, clubs and individual members should make sure they have the appropriate level of insurance for their respective sport.

Medical Insurance

All club members must carry medical insurance to cover the cost of any incident or injury

that may occur.

Club Insurance

Each club must carry an appropriate level of insurance to protect the organization and its members from any incident or injury that may occur. Club officers should become familiar with the coverage that is provided by their governing organization and pick up any additional insurance as recommended.

SAFETY

The safety and wellbeing of each club member and the University community is of utmost importance. Members should be aware of the risks associated with their club and should take measures to reduce and eliminate as much risk as possible. Failure to appropriately address safety related items can result in loss of facility time, reduced funding, probation, or termination of the club charter.

Sport/Activity Guidelines

In an effort to minimize risk and appropriately manage injuries, each club must include and adhere to a set of safety guidelines and procedures to their bylaws. These guidelines and procedures must be in accordance with the [University's Emergency Procedures](#) and the club's governing body. Each club officer should familiarize themselves with these procedures and provide trainings to their members on a routine basis.

Facility/Equipment

Prior to the start of each practice or competition, members of the club must inspect the facilities and equipment, and notify the Campus Recreation staff of any maintenance or safety related issues. If extremely dangerous conditions exist, suspend club activity immediately, and contact University Police and the Campus Recreation Department.

First Aid Kits

Each club must carry a first aid kit for all practices and competitions, home and away. These kits must be inspected regularly and replenished as needed.

Certifications

Each club must have at least two members certified in First Aid, CPR/AED

INJURY REPORTING

All injuries that occur on campus or off campus to club members, must be reported (via email) to the Coordinator of Competitive and Recreational Sports immediately following the incident. A formal [incident report](#) must follow and must be submitted no later than 24 hours after the occurrence.

ATHLETIC TRAINER

For the 2020-2021 academic year, the University of Pittsburgh's Department of Campus Recreation and UPMC Sports Medicine have reached an agreement to provide athletic training

services at assigned home events as well as open office hours. Treatment and office hours (20 hours) will occur in Trees Hall, Room 164. Services are assigned to home events based on the following factors: propensity for injury, proximity to campus, and athletic trainer's availability.

ACTION PLANS

In the event of an emergency, please follow the [University of Pittsburgh's Environmental Health and Safety Emergency Procedures](#).

CONDUCT

RESPONSIBILITY & STANDARDS FOR STUDENT ORGANIZATIONS

As registered students participating in University sponsored activities, you are obligated to represent the University in a respectable manner and in accordance with the [Pitt Promise](#) and [Student Code of Conduct](#). Specifically, the Pitt Promise states, "This commitment to civility is my promise to the University of Pittsburgh and its community of scholars." This commitment extends to actions off campus and through social media outlets.

Club Sports shall abide by all applicable federal, state, and municipal laws and University policies, procedures, rules, and regulations. They shall abide by all policies and procedures regarding membership, university sponsorship, and risk management as outlined in the Student Organization Registration Guidelines. These guidelines can be obtained through the Student Organization Resource Center.

ALCOHOL AND DRUGS

Club Sports must fully comply with all federal, state, and local laws, including without limitation the laws of the Commonwealth of Pennsylvania regarding the possession, consumption, distribution, and use of alcoholic beverages. All club sports must also comply with the [University's Alcohol and Drug Policy](#), and the [Student Code of Conduct](#).

In addition, the following are prohibited:

1. Participation in club or recreational sport activities including scrimmages, practices, and sanctioned games while intoxicated.
2. Club Sports and their members are prohibited from the use of drugs, except for medicinal purposes, while or before traveling, competing/participating, or being a spectator at club events.

The elected officers of each Club Sport are responsible for formulating and implementing internal rules and procedures specific to their own organization, which shall ensure conformity with all University drug and alcohol policies

HAZING

Hazing at the University of Pittsburgh is considered a violation of the [University's Anti-Hazing Policy](#) and *Code* and is absolutely prohibited. Hazing may also be considered a criminal act in the Commonwealth of Pennsylvania.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Therefore, any Student who causes or participates in hazing may be subject to appropriate University discipline and/or may be subject to criminal prosecution.

Hazing is defined as follows:

Hazing

A person commits hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- (1) Violate Federal or State criminal law;
- (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
- (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
- (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- (5) Endure brutality of a sexual nature;
- (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Aggravated Hazing

A person commits aggravated hazing if the person commits a violation of hazing that results in serious bodily injury or death to the minor or student and:

- (1) the person acts with reckless indifference to the health and safety of the minor or student; or,
- (2) the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing

A Student Organization commits organizational hazing if the organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated hazing.

Students and others are encouraged to report incidents, and suspected incidents of hazing. Reports may be made to the University Police (412-624-2121), the Office of Student Conduct (412-648-7910) or the Office of Fraternity and Sorority Life (412-648-7832).

Although the University encourages students and others to make formal reports, you may file an anonymous report with the University Police online at <http://police.pitt.edu/anonymous-tip-line>. Anonymous reports greatly limit the University's ability to respond to and investigate the report.

Hazing related to any University of Pittsburgh athletics teams may also be reported to the Director of Athletics at 412-648-8230 or the Associate Athletic Director for Student Life and Compliance at 412-648-8452.

CLUB TRAVEL/UNIVERSITY VEHICLES

All registered student organizations are required to adhere to the rules, regulations, and policies regarding travel as outlined by the Department of Parking, Transportation and Services and the [SORC Office](#). Please consult with the SORC Business Office for all local and national competition travel arrangements.

CLUB PROMOTING/MARKETING

WEBSITES

Clubs are required to update their organization's IMLeagues and CampusLabs(Engage) profile, which provides basic contact information, practice times, club descriptions, social media feeds, etc. All registered student organization social media sites and external web sites must identify the status of the student organization at the University of Pittsburgh by including the statement in a prominent location in its home webpage or other home site page: "A registered student organization at the University of Pittsburgh."

SOCIAL MEDIA

Clubs and organizations can create their own social media accounts but they must be tasteful and up-to-date and comply with the University's [Code of Conduct](#). Clubs and organizations are part of the University and therefore must represent the University's mission statements. Social media website of the clubs will be monitored. Clubs can choose to have the Campus Recreation Department display their events through our Facebook/Twitter/Instagram page. Select events can also be pulled from the Student Events Calendar and posted to OCC Facebook, PittStudents Twitter and on my.pitt.edu.

EMAIL

Sports clubs can have their own email on top of their officer's emails. This information should be displayed on the SORC directory and other websites that they maintain.

COPIES, FLYERS, MAILINGS, ETC.

Student organizations may use printing and copying services through the SORC office. Limited flyer and copying are free for clubs. Mail and faxing are free through the SORC office for student organizations. Flyer and copy information can be found at the SORC website.

OUTSIDE THE CLASSROOM CURRICULUM (OCC)

Registered student organizations are encouraged to have their sponsored events posted in the OCC. This gives your student organization visibility and enables students who participate in your organization's events to earn credit towards completing an OCC goal are.