Caltech Mission
The mission of Caltech is to expand human knowledge and benefit society through research integrated with education. We investigate the most challenging, fundamental problems in science and technology in a singularly collegial, interdisciplinary atmosphere, while educating outstanding students to become creative members of society.

What is a Student Group?
Student groups are clubs, organizations, discussion groups, book clubs or any other gathering of students on campus who enjoy the privileges, and who follow the responsibilities, listed in this document. All students at Caltech are eligible to be in any of the student groups recognized by the Institute. Only student groups who comply with membership guidelines can apply for club funding from funding sources such as Student Affairs, ASCIT, GSC, Caltech Y, and any outside funding sought in the name of Caltech. No club may be established to carry on a trade or business (sale of product or service).

Undergraduate and graduate houses are not student groups, nor are academic Division or Department-sponsored programs for students, even though the make-up of these groups is mostly, or entirely, students. National chapters on campus which operate under the auspices of academic Divisions have their own membership guidelines and are not covered by this handbook. Such national chapters are not eligible for funding or resources associated with the Student Clubs program.

Clubs and Organizations Steering Committee
The oversight of all student groups is the responsibility of the Senior Director of Student Programs and Activities, and the Clubs and Organizations Steering Committee (COSC). The COSC is chaired by the Senior Director of Student Programs and Activities who manages their meetings and their scheduling. The COSC consists of students and staff appointed by the Senior Director of Student Programs and Activities. The COSC makes recognition decisions and offers advice and support for the application, recognition, training and disciplinary procedures for student groups.

Club Purpose
All student groups recognized by the Institute operate in the name of Caltech and must support the mission of the Institute and/or the mission of Caltech’s Student Affairs program. Groups are also expected to organize and provide support for students as the primary audience.

All student groups at Caltech must have a clear purpose and a purpose statement that describes the role of the group within the context of Caltech. As part of applying for recognition the group must articulate their purpose and (a) provide a brief description of
the scope and activities of the group, (b) demonstrate how the groups purpose supports the Institute and the Student Affairs Missions, (c) identify an unmet need on campus that the group addresses, to demonstrate the value to our students and community, and (d) describe some of the programs and plans for the group for the coming year.

Privileges and Responsibilities:
It is a privilege to be a member of the Caltech community. This is true for our students - both undergraduate and graduate, for faculty and staff and for our student groups. With privilege comes responsibility. Below, we have outlined the privileges, as well as the responsibilities, of being a student club or organization on this campus.

Privileges

- **Use of Name and Logo:** Registered clubs and organizations are permitted to use the Caltech name for activities that are related to Caltech as long as this use is connected to the mission of Caltech and Student Affairs.
- **Listing in the Caltech Directory**
- **Use of Campus Facilities:** Only registered student groups may reserve space on the Caltech campus.
- **Participation in orientation and involvement fairs** – as well as other memberships drives - during the year including the annual Caltech carnival.
- **The ability to publicize events on campus and through campus email**
- **Bursar support** – clubs will have a bursar account in which to deposit any funding received. (see financial accounting section for more details)
- **Institute web space**
- **Access to ASCIT or GSC funding and the opportunity to seek co-sponsorships from offices and department on campus**
- **Consultation with offices on campus and support for planning and implementing activities.**
- **Training:** Club and organization leaders will receive Institute-sponsored training on all aspects of club and organization management. Club advisors will also receive training. In addition, trainings on how to run and manage events will be available each term.

Responsibilities

- **Honor Code:** All Club members must uphold the Honor Code, and should make all decisions consistent with Caltech’s mission and with Caltech’s best interests in mind.
- **Application:** All student groups must complete an application for recognition each fall.
- **Recognition:** All student groups must be officially recognized in order to be in good standing with the Institute. Once officially recognized, the student group may plan on maintaining that recognition for the duration of the academic year. However, student groups may lose recognition on an interim basis, or permanently, for policy, behavior or financial violations. Once recognized, groups will receive all the privileges noted above.
• **Funding:** Student groups are responsible for managing their funding and for applying for Institute and student funds as needed. For support with fundraising issues and budgeting, the Senior Director of Student Programs and Activities can be a resource.

• **Bursar Accounts:** All student groups are required to do their banking by way of the Caltech Bursar. As long as the group is recognized by the Institute, the Bursar will support the work (see financial accounting section for more details) of the group. If the group is suspended for any reason, the Bursar funds will not be available. The Account will be frozen until all issues have been resolved.

• **Corporate Funding:** All corporate fundraising and other contacts must follow the Corporate Engagement guidelines, below.

• **Events:** Student groups may meet with the Senior Director of Student Programs and Activities to learn more about how to host an event and how get an event approved. All groups must follow the Institute’s guidelines for planning and registering activities.

• **Training:** This is also included in privileges because it is, in part, a way to ensure the success of a student group. Club leaders must complete the Club Leadership training program annually. The training will cover topics such as leadership, risk management, event and travel planning, funding, policy guidelines and advisor support.

• **Participation:** All student groups leaders must attend meetings with the group’s advisor, the Interclub Council, and the Senior Director of Student Programs and Activities. The leaders of the group must also attend all trainings.

  **Advisors:** All student groups are expected to have an advisor who must generally be a Caltech faculty or staff member. Exceptions are rare, but can be made in the case of the Caltech Y, for example. The role of the advisor is to act as a mentor to the group. Students are expected to access their advisors for ideas and input as well as for information about how best to pursue their work. The advisor will help the student leaders fulfill the group's purpose, make decisions and comply with Institute policies and procedures. The advisor will meet with the group regularly as initiated by the group's leadership.

**Club Sports Teams**

Club Sports Teams must register with Athletics Department to receive an opportunity to request department funding and support. Criteria for club sport team designation:

• The primary purpose of the club is to display athletic ability in the context of competition.

• The sport has a defined playing season designated by a national or international governing body.

• A national or international governing body defines rules for practice/competition, playing season, eligibility for competition, and generally administers the state of the sport in the sporting community.

• The team participates in at least five (5) competitions against other teams/individuals that are guided by similar guidelines or structure during their designated playing season.
• The team or individuals hold practice sessions at least twice each week with the
primary goal of the session focused on skill development and preparation for
competition.

Club Membership & Leadership
All Clubs are open to all currently-registered undergraduate and graduate students
(“students”). Other members of the Caltech community, such as staff, faculty, spouses and
JPL staff, may participate in Club activities as affiliates. As such, they may not assume
officer or other leadership positions. Clubs must maintain at least a 60/40% ratio of
student members to affiliate members. If the Club falls below this threshold, it may lose
recognition during the academic year.

Application for Recognition
The application for recognition as a student group is done online and requires the
following:

• Name
• Purpose of the Group
• List of Leaders (must be currently enrolled Caltech students), titles and contact
  information.
• Constitution and Bylaws (unless unchanged from the previous year)
• Name of the advisor and position at Caltech
• Approximate membership size
• Role of affiliates
• Size of the affiliate membership
• Commitment to the Institute trainings

Recognition Process: Recognition of a student group is separate from the application
process. Once the application is complete, the Clubs and Organizations Steering Committee
(COSC) will review the application and make a decision about recognition. Key elements of
recognition include, but are not limited to, having: an advisor, an appropriate purpose, an
infrastructure, and past activities of the group. Continued recognition decisions will be
based in part on how effectively the student group can manage the privileges and
responsibilities identified here. Groups may be given full recognition - or in special cases -
may be offered feedback about how to earn recognition.

Recognition letters will be sent to the student groups and will be copied to the advisor and
the COSC. Student government funding decisions will be made after the recognition process
is complete and will be guided by their respective advisors.
After recognition decision are complete, The Senior Director of Student Programs and Activities will meet with each student group leader to finalize their club's status, help complete paperwork and/or offer feedback for future recognition.

**Training**
Together with the help of the COSC, the Senior Director of Student Programs and Activities will coordinate training for all advisors and leaders each year. In addition to an annual training event, he will host meetings with both student governments- undergraduate and graduate - and all club presidents/chairs as part of an Interclub Council. Participation and engagement with the Senior Director of Student Programs and Activities and this process is part of ongoing student group recognition.

**Governance**
Each Club must have a Club Constitution, which must be submitted as part of the annual registration.

Each Club must develop an internal system to:
1) Submit all of the appropriate forms to the Office of Student Affairs.
2) Maintain communication with the Office of Student Affairs.
3) Maintain Club records and update as necessary, including mid-year change of leadership.
4) Work with the Student Affairs Chief Business Administrator, and, as necessary the Office of Corporate Research and the Career Development Center, if you intend to approach a corporation or business for any reason.
5) Submit event paperwork before any events.
6) Submit funding requests and tracking within budget.
7) Provide Student Affairs with liability waivers signed by all Club members. Any Club members who are under 18 years old will need a waiver signed by their parent or guardian.
8) Notify Student Affairs of any injuries or unusual situations that occur during club events within 24 hours of the incident.

**Advisors**
In order to obtain recognition, each Club must have an advisor who is a full-time staff or faculty member of Caltech. Advisors are an important part of the leadership and organizational experience that clubs can offer students. The advisor is expected to be involved with club activities as follows:
1. Be knowledgeable about the Club's policies and procedures and activities.
2. Provide guidance and leadership to the club
3. Assist members in planning projects such as
   a. Budgeting
   b. Club meetings
   c. Fundraising
4. Ensure that all club interactions with corporations and businesses, including
   those interactions initiated by the advisor, and coordinated with the Office of
   Institute Corporate Relations.
5. Periodically attend Club meetings and events

Club advisors are asked to submit the club advisor application to confirm the
understanding and responsibility of an advisor as well as to acknowledge acceptance of the
advisor role.

**Budgets**
Each Club must submit a budget annually. Sample forms are available as a guideline in the appendix.

**Financial Accounting**
All Club banking must be done through the Bursar’s office. Clubs must be in good standing
in order to have access to a financial account.

The President and Treasurer of each Club (Club “Financial Officials”) will need to open the
Bursar’s account, and will be the only two individuals who have access to Club funds.
These officers must agree to personal financial responsibility for liabilities arising from
Club activities (such as for disbursements not supported by appropriate receipts or
inappropriate use of club funds.)

**Depositing To Student Club Account**
The Bursar’s Office will accept a deposit from any individual for deposit to a student club
account. The depositor should state the club name to the Bursar Office cashier and present
cash or a check for a deposit. No account detail information is provided on the receipt.

**Disbursements**
Type 1: Disbursements to individuals for personal services

- Independent contractor must fill in a form W-9 prior to any payments. Caltech will
  file 1099’s for these independent contractors per its policies.
- Caltech employees cannot be paid for services provided to clubs.
Type 2: Cash advances and Disbursements: The Bursar’s Office may disburse funds from a club account to one of the two Financial Officials only. Disbursements may be paid by cash or by check.

- All disbursements shall be reviewed and approved (per the below practice), by Student Affairs.
  
  i) Disbursement of Cash - A maximum of $500.00 in cash a day may be disbursed per day to a Financial Official for non-service related expenditures.

  ii) Disbursement of Check - If the payment is for services, the payment must be disbursed by check only. In addition, the club Financial Official must complete an addendum with the service provider’s W-9 information to be submitted along with the payment request form to Payment Services.

**Student Affairs Practice With Respect to Disbursements**

- Student Affairs requires that all service providers be pre-registered in the Caltech payment system by completing a W-9 form for Procurement Services prior to the club officer requesting a payment for their services. (Club officers may verify the vendor’s W-9 status in Student Affairs on a list provided by Procurement Services.)

- Club Financial Officers must complete a payment request form indicating if they are requesting payment for purchase of goods, payment of services or an advance of funds. (Reference sample form below.)

- If the completed payment request is for purchase of services or goods, the Club Financial Office must attach receipts for those services or goods to the payment request form. Student Affairs approves the payment request form before the club may submit the copy to the Bursar’s Office for payment. (Note the original receipts and form will be stored in the Student Affairs files.)

- A Club Financial Officer may take an “advance” of funds against future event expenses, as long as there are funds on the club account to do so. (A negative club account balance is not allowed.) Once the payment request for advance funds is completed, Student Affairs shall approve the payment request form prior so that the club may submit a copy to the Bursar’s Office for the advance payment.

- Receipts shall be remitted not more than thirty (30) days from the date of the advanced payment request form.

- If a club deviates from the above practices such as by not registering their vendor prior to payment, or not returning receipts for advances then the Bursar’s Office will be notified to hold the club account.
# Club Payment Request

<table>
<thead>
<tr>
<th>Receipt #</th>
<th>Receipt Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

Club Name_____________________________ Date________________________

Club Event Description______________________________

Request for payment of:  Purchase or Service or Advance (circle all that apply)

Club Officer signature_____________________________ Date________________________

Student Activities and Programs Administrator signature_____________________________ Date________________________

Associate Director of Physical Education & Recreation_____________________________ Date________________________

(This signature is required for all competitive sports club teams.)

Please note that if payment request is for services then the Payment Request Addendum form will also need to be completed by the club officer and attached to this form.
PAYMENT REQUEST ADDENDUM
California Institute of Technology

Please mail completed form to Purchasing and Payment Services, MIC 103-6. Questions? Call x8000.

Date
Need By Date
Department Name
Department Code
Date Stamp

Tax Reporting/Withholding Information: See Payment Request Definitions/Instructions.

Is Payee a U.S. Citizen/Resident Alien? ☐ Yes ☐ No  Is Payee a Caltech Student or Employee? ☐ Yes ☐ No
Do you expect to pay Payee more than $1,500 during this calendar year? ☐ Yes ☐ No
If Payee is providing services, where will the services be performed? ☐ Outside the U.S. ☐ Inside the U.S. ☐ Inside California
Is Payee a California resident? ☐ Yes ☐ No

Additional Information: Any information necessary to complete a Payment Request form may be included below.

Name of Person who performed the Services:
Address:
City:
State:
ZIP Code:
Phone Number:
Email address:

CIT R10/03

Caltech Clubs Handbook Page | 11
**Other Financial Matters**

Club accounts do not bear interest.

Club accounts that remain inactive for one year and do not have a current registration will be liquidated and any balances disbursed to the named beneficiaries.

Clubs may not have P-cards.

Clubs may never ask for or store credit card numbers or social security numbers.

Clubs must designate a beneficiary for their funds should they cease to exist. The beneficiary cannot be an individual, but can be another Club, a Caltech department or Caltech.

Use of Caltech’s Tax ID number is prohibited.

Clubs must pay all applicable sales or use tax on purchases of “tangible personal property.” There is no exemption from sales or use tax.

Clubs may not have employees.

**Fundraising**

Fundraising on behalf of Clubs is limited to:

- Requesting annual funding from ASCIT/GSC or other on-campus funding sources listed below.
- Requesting contributions from Caltech departments and affiliates ($500 per organization annual maximum). Affiliates are limited to: Caltech Y, Caltech Alumni Association, Caltech Employees Federal Credit Union, and the Gnome Club.
- Clubs must consult with the Student Affairs Chief Business Administrator before fundraising from a non-Caltech entity, whether that is alumni, other individuals, corporations, foundations or others.
- Any gifts to Clubs must be made as gifts to Caltech, and will be processed through the Caltech Annual Fund.
- Clubs must consult with the Student Affairs Chief Business Administrator before engaging in any plans for sales or commercial sponsorships from non-Caltech entities. This is to ensure that such activities are conducted in accordance with Institute policy.
On-Campus Funding Sources

**Student Affairs Program Fund**
The Office of Student Affairs provides funds to student clubs or organizations that provide campus-wide programs at Caltech. The Student Affairs Program Fund is intended for social, cultural, and recreational events and activities that encourage participation from the student community. If you have questions about the funding process, please contact the Student Affairs Chief Business Administrator (Dimitris Sakellariou x 3208). See http://studaff.caltech.edu/funding.htm

**Moore and Hufstedler Fund for Student Life**
Students and other members of the Caltech community are encouraged to submit proposals at any time to the Moore and Hufstedler Fund for events, equipment, or other projects aimed at improving the quality of student life. The Moore Hufstedler advisory committee reviews proposals on a quarterly basis. See http://mhf.caltech.edu/

**Corporate Engagement**
All corporate outreach for funding and other support must be coordinated and approved through the Student Affairs Chief Business Administrator (Dimitris Sakellariou x 3208). The Chief Business Administrator will coordinate with the Institute Office of Corporate Relations (OCR), and, in the event of career development-related outreach, with the Career Development Center, as appropriate.

**Office of Corporate Research**: The goal of the Office of Corporate Research is to increase corporate interactions with Caltech through sponsored research agreements, student recruiting, technology licensing, continuing education, and philanthropy. The office facilitates access to the entire Institute. One of the mandates of the OCR is to monitor the entirety of Caltech’s corporate interactions.

**Career Development Center**: Caltech’s Career Development Center (CDC) is the designated office at Caltech to organize and sponsor employment and career related activities and events for students. The CDC fulfills this responsibility by coordinating contacts with employers, including employer visits and career days on campus. This approach avoids confusion with employers and ensures that all interested students are aware of career opportunities.

Club officers must be aware of the CDC’s policies and agree to follow them. The Caltech Student Club and CDC Practices Relating to Career/Job Hunting-Related Activities/Programs is attached to this Handbook. All Club officers must sign the CDC form attached to this Handbook.

By helping your club develop a strategy that is consistent with the larger Caltech corporate strategy, the Student Affairs Chief Business Administrator, together with OCR and/or the CDD, will help increase the effectiveness of your club’s corporate interactions.
If you contact corporations without working with the Student Affairs Chief Business Administrator, you may forfeit your rights to engage with corporations for the rest of the academic year and/or lose your funding.

Fundraising Process
Once you have permission from the Chief Business Administrator engage in off-campus fundraising, you may be directed to the Caltech annual Fund. Student organization fundraising supervision is a responsibility of the Caltech Annual Fund which has designated a staff person to work with Student Clubs. The Annual Fund can connect you with the Development Operations office to produce mailing lists or to advise you on communications strategies, printing mailing, etc. They will review your printed materials, your goals and objectives, your budget and your fundraising plans. Ms. Deborah Patrick Swanson at x6286 is available to work with you.

Use of Caltech Name/Logo
Registered Clubs in good standing are permitted to use the Caltech name for activities that are related to Caltech as long as this use is related to the mission of Caltech. Clubs must follow the Caltech guidelines for using the Institute’s name and logo.

Club Website
Registered Clubs in good standing are permitted to have a presence on the Caltech website. Clubs with a designated administrator are eligible for an access.caltech account, which includes a free area for hosting a website. Administrators must have a current Caltech ID, and must not share the account password with others. See the IMSS website for more information about club accounts and associated websites.

Club Events
All events (on or off-campus) must register with Student Affairs as set forth in the Student Affairs policies and procedures. See http://www.studaff.caltech.edu/policies.htm

Travel to Off Campus Events
All drivers for Club events must meet the requirements of the Caltech Vehicle Use Policy, whether they are driving a Caltech-owned or leased vehicle, a rental vehicle, or their personal vehicle.

Emergency Contacts
A club representative must maintain an emergency contact information binder and assure that it is taken on all off campus activities.
Medical Considerations
Each participant in Club activities is responsible for his/her own well-being. Club members are encouraged to check with their family doctor or the health center staff prior to starting a new physical activity to assure that the activities is within healthy guidelines for the individual.

Emergencies
In case of emergency off campus, call 911 and then immediately follow up with a call to Caltech Security at x5000 when it is safe to do so.

In case of an emergency on campus, call 5000.

Promptly report any incidences to the Office of Student Affairs. During nights and weekends, contact Security at x5000.

Misconduct
Alleged misconduct and violations of Institute policies and practices will be forwarded to the appropriate Dean’s office for review and investigation as appropriate.

Compliance with Other Caltech Policies
All Club members and Club activities must comply with all applicable Caltech policies. These policies include but are not limited to the following:

- Hazing
- Alcohol
- Event Registration policies
- Safety/Fire policies
- Sex Harassment
- Conflict of Interest
- Political and Campaign Activities Policy
  [http://governmentrelations.caltech.edu/documents/1-political_activities.pdf](http://governmentrelations.caltech.edu/documents/1-political_activities.pdf)
List of Appendixes

Appendix A - Club Application Forms

- New Club Form (if applicable)
- Club Annual Registration form
- Club Advisor form
- Constitution
- Financial information
- Budget Proposal
- Beneficiary designation

Appendix B - Funding Forms

- Funding disbursement request
- Fundraising activity approval

Appendix C - Off-Campus Events

- Off-Campus Event Details and Travel Form
- Liability Waiver

Appendix D - Risk Assessment Guide

Appendix E - Career Development Center Practices

Relating to Career/Job Hunting Related Activities/Programs

Appendix F - Club Sport Teams Handbook

Club Sports Teams Handbook
Club Sport Teams Academic Year Calendar

- Form Packet A - Packet to register a club sport team
- Form Packet B - Club Member Participant Registration Packet
- Form Packet C - On Campus Competition
- Form Packet D - Packet for Off Campus Competition
- Form Packet F - Other necessary Forms
Appendix A

Club Application Forms
Caltech Clubs Handbook Page | 18

California Institute of Technology
Office of Student Affairs
New Club Form

A Club is a group of individuals who meet regularly to pursue a common. Each club is developed, governed, and administered by the student membership of the Club. The key to the success of this program is student leadership, interest, involvement, and participation.

What is the name of the club?

____________________________________________________________________________
____________________________________________________________________________

Has this Club ever existed at Caltech?

____________________________________________________________________________
____________________________________________________________________________

Whom do you expect to be members?

____________________________________________________________________________
____________________________________________________________________________

What will the new Club do for its members? What are the benefits of joining?

____________________________________________________________________________
____________________________________________________________________________

What kinds of programs and services will the new Club provide its members?

____________________________________________________________________________
____________________________________________________________________________

Describe the new Club’s purpose.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Club Name: ____________________________  Academic Year: __________________

**Club Contact Information**

**Club President**
Name: ____________________________  Yr in School: Frosh  Soph  Jr  Sr  Grad
Cell Phone: _______________________  Email: _____________________________
Campus MSC: ______________  On campus physical location: _______________________________
When does term expire? ___________________

**Club Secretary**
Name: ____________________________  Yr in School: Frosh  Soph  Jr  Sr  Grad
Cell Phone: _______________________  Email: _____________________________
Campus MSC: ______________  On campus physical location: _______________________________
When does term expire? ___________________

**Club Treasurer**
Name: ____________________________  Yr in School: Frosh  Soph  Jr  Sr  Grad
Cell Phone: _______________________  Email: _____________________________
Campus MSC: ______________  On campus physical location: _______________________________
When does term expire? ___________________
General Information

Does the Club wish to have a website on the Caltech server?:
____________________________________________________________________

Club Constitution on file? Yes  No  Date of last Constitution Update? ____________

All clubs are required to have a copy of the updated Constitution on file with the department

Yr club established: _________ Consecutive yrs operated? _______ Inactive Years? ________

Does the club have a Facebook page? Yes  No

If so, please provide address: ________________________________

Who maintains the FB page?

Name: ________________________________

Email address: ________________________________

Club leadership title: ________________________________

Membership Information

# returning members: ________  # new members: ________

Three ways the club plans to recruit new members:

1. _______________________________________________________

2. _______________________________________________________

3. _______________________________________________________

Which club officer has primary responsibility for recruitment? _________________________
Event Information

What type of events will the Club hold? ______________________________________________
___________________________________________________________________________________

**Attach league schedule if there is not a website**

By submitting this Club Annual Registration form, we are acknowledging our registration as a Club, and our desire to work within the Caltech policies and procedures for the academic year ___________________. We understand that the formation of a Club is conditional on following the policies and procedures as laid out in the Caltech Club Handbook. By signing this, I am certifying that our information is complete and accurate.

Club President Signature: ______________________________________________
Club President Name: _________________________________________________
Date: __________________________

Club Secretary Signature: ______________________________________________
Club Secretary Name: _________________________________________________
Date: __________________________

For Office Use Only

Approved by –
Office of Student Affairs: ___________________________ Date: ____________
California Institute of Technology  
Office of Student Affairs  
Club Advisor Application

Name __________________________  Club ______________________  Title __________________________  Cell Phone _______________________
Department _______________________  Home Phone _______________________
Mail Code _________________________  Office Ext _______________________
Email ______________________________

How often do you plan to meet with club leadership? ___________ Club membership? _____________
What is your role in advising the Club?
__________________________________________________________________________________
__________________________________________________________________________________

Each Club is required to have an Advisor who serves as an information source while providing guidance and leadership to the Club. The Advisor will assist members and officers in organization and in planning projects. Additionally, he/she will offer assistance in developing and overseeing the club budget, periodically attending club meetings and activities, overseeing the generation of funds, assisting in the supervision of fundraising events and ensuring that the club abides by institute policies and procedures.

_____________________________    _____________________  
Club President       Date

______________________________   _____________________  
Office of Student Affairs      Date

I understand that I will be advising this club on a volunteer basis. I have read and understand the advisor responsibilities as outlined in the Club Handbook.

______________________________   _____________________  
Club Advisor       Date
The format below has been developed as a guide to the development of a Constitution for the Clubs. It is not proposed that one follow this form exactly, but it is important to include all areas that apply.

Club: ___________________________________________ Date Adopted: ______________________

Article I Name:
A. State the official name of the Club.

Article II Purpose:
A. State the reasons for the information of the Club and the Club’s objectives.

Article III Membership:
A. State individuals who are qualified for membership.
B. State what a member must do to be recognized as a full member.
C. State what rights and privileges a full member has.

Article IV Meeting:
A. State how many meetings of the membership are to be held during the year, where they will be held, and the time that they will occur.
B. State procedures for calling regular and/or special meetings.

Article V Executive Board:
A. State what officers the Club will have as well as each officer’s duties.
B. State procedures for handling vacancies within the Executive Board.

Article VI Elections:
A. State which officers will be selected by the membership, how long the terms of these offices will last, and how many times a person may hold the same office.
B. State the nominating procedures and when they will take place.
C. State how nominees will present their qualifications and how and when elections will be held.
D. State procedures in case a runoff is necessary.

Article VII Funds:
A. State procedures for the allocation of club funds (revenues and expenses).
Article VIII  Committees/Divisions:

A. State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

Article IX  Advisor:

A. State procedures for the qualifications and selection of a Club Advisor and the function and duties of said person.

Article XI  Ratification:

A. State how the By Laws will be approved by the membership.

Article XII  Amendments:

A. State how an amendment will be presented, to whom it will be presented, and how it will be ratified.
California Institute of Technology
Office of Student Affairs
Financial Information

All Clubs are required to set up a Bursar’s Account.

Bursar Account Number: ________________________________

Does the Club have any funds in an account other than a Bursar Account?  Yes    No

If so, which financial institution are those funds located:
________________________________________________________________________

Which club member is associated/has signature rights with that account
________________________________________________________________________

Do you collect member dues?  Yes  No

Amount of Dues? ___________  How often are dues collected? ________________

Did the club request money from ASCIT in during the last academic year?  Yes    No    How much? _________

Used funds for:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Does the club plan to request money from ASCIT this academic year?  Yes    No

How much? ________________

Proposed use of those funds:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signatures required

Club President Signature: ______________________________________________________________________

Club President Name: ____________________________      Date: ___________________________

Club Treasurer Signature: ______________________________________________________________________

Club Treasurer Name: ____________________________    Date: ___________________________

Office of Student Affairs Approval ________________________________    Date: _________________________
# California Institute of Technology
## Office of Student Affairs
### Budget Proposal

<table>
<thead>
<tr>
<th>Item</th>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Dues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APER Funding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wages</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Trainers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off Campus facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>- Total Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Result</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Club Treasurer Signature: ____________________________ Date: ________________

Office of Student Affairs Approval ____________________________ Date: ________________

Caltech Clubs Handbook Page | 26
Appendix B

Funding Forms
California Institute of Technology
Office of Student Affairs

Club Funding Proposal

Club Name: _________________________   Academic Year: _____________

Amount Requesting for the year: ____________________________________

Please detail what the Club’s plan to utilize funding provided by ASCIT/GSC:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

________________________________

Why is this funding plan critical to Club operation?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Plan for the Club to supplement this funding over the year:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please attach copies of research club has done on costs for the above request

Club Treasurer: ___________________________________________________  Date: _____________________

Chief Business Administrator-Student Affairs Approval:______________________________

Date: ________________________________
California Institute of Technology  
Office of Student Affairs  

Fundraising Activity Request

Club: _____________________________________________________________________________________________

Proposed Fundraising Project __________________________________________________________________________

Will this be done on a single date or multiple dates? Single    Multiple

Date(s) ____________________________________________________________________________________________

Time(s) ____________________________________________________________________________________________

Location(s) _________________________________________________________________________________________

Describe the fundraising plan
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

What departments on campus do you anticipate needing approval from?

<table>
<thead>
<tr>
<th>Department</th>
<th>Contacted?</th>
<th>Approval Recv’d</th>
<th>Date Recv’d</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What does the club plan to utilize the funds for?
__________________________________________________________________________________________________
__________________________________________________________________________________________________

________________________________________   ___________________________________
Club President        Date

________________________________________   ___________________________________
Office of Student Affairs       Date

________________________________________   ___________________________________
Development Office       Date
Appendix C

Off Campus Events
California Institute of Technology
Office of Student Affairs

Off-Campus Event Details and Travel Form

Club: _____________________________________________________________________________________

Location of Activity: _________________________________________________________________________

Type of Activity: ____________________________________________________________________________

Number of Club members in travel party? _____________ Number of Vehicles being used? _____________

How will you be traveling?  Private Vehicles    CIT vehicle    Charter

Have all drivers been approved by the Office of Student Affairs? _________

Meeting location at Caltech for departure: ______________________________________________________

Departure time: ___________________________ Approx. Return Time: _____________________________

Who is taking Emergency Contact Binder? _______________________________________________________

Will this be an overnight trip?  Yes No

If yes, then fill out this section

Overnight lodging: __________________________________________________________________________

Address for lodging: _________________________________________________________________________

Phone number of lodging: ____________________________________________________________________

Number in party staying at this lodging location: _______________

Is anyone not staying with the Club?  Yes No If yes, who?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
Any special events or details?

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Club leader responsible on this trip: _________________________________________________________________

Signature: __________________________________________ Date: ________________________________________

**Prior to departure a vehicle roster and itinerary must be submitted to the Office of Student Affairs**

__________________________________________________________________________  ________________
Club President                      Date

__________________________________________________________________________  ________________
Office of Student Affairs          Date
Waiver of Liability, Assumption of Risk, & Indemnity Agreement

I wish to participate in _______________________, hereinafter called “The Activity”. I acknowledge that my participation in The Activity is purely voluntary.

Assumption of Risks:

I acknowledge that participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. These risks range from (1) minor injuries such as scratches, bruises and sprains, (2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions, (3) catastrophic, life-altering injuries including paralysis, to (4) death.

I know, understand, and acknowledge these and other risks that are inherent in The Activity. In consideration of being allowed to participate in The Activity, I expressly agree to accept and assume all such risks, including personal injury and death, arising in any way out of my participation in The Activity.

Rules Associated with The Activity: I agree to follow any and all rules, regulations, or other protocol, policy or procedure promulgated for The Activity whether developed by California Institute of Technology or other entity or individual associated with The Activity.

Representations Concerning Health: With full knowledge of the risks, I represent that I am in good health and do not have any condition which will interfere with my ability to participate in The Activity or endanger my health in connection with The Activity. I have valid and current insurance to cover any injury or damage I may cause or suffer while participating in The Activity or I otherwise agree to personally bear the costs of such injury or damage. I authorize but does not obligate California Institute of Technology to provide emergency medical treatment in the event of an accident or illness that occurs while participating in The Activity and I agree to hold harmless and indemnify California Institute of Technology for any and all actions taken by the Institute to provide necessary emergency medical care that results from The Activity.

Waiver: In consideration of the benefits I will receive from participating in The Activity, I hereby agree, on behalf of myself and on behalf of my assignees, descendants, dependents, heirs, next of kin, distributees, parents, guardians, executors, administrators, successors, and legal or personal representatives, to release and discharge and promise not to sue Caltech and any subsidiary or affiliate or government sponsor of Caltech (collectively referred to as “Caltech”) as well as any person acting in his/her capacity as employee, officer, trustee, agent, contractor, or representative of Caltech (collectively referred to as “Released Parties”), from and with respect to any and all claims, demands, actions, suits, causes of action, and liabilities of whatever kind or nature in law, equity or otherwise, that may arise from, are related to, or are in any way connected with The Activity including injury, death, damage or loss, whether it results from the negligence of Caltech, and/or any other Released Parties, or from any other cause, provided, however, that this does not extend to gross negligence, willful misconduct or a violation of law by Caltech or any other Released Parties. I knowingly and voluntarily waive any and all rights and benefits conferred upon me by the provisions of Section 1542 of the California Civil Code or by any similar law or provision, which Section reads as follows: “A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR.”

Indemnification & Hold Harmless: I agree to indemnify and hold the Released Parties harmless from any and all claims, demands, actions, suits, causes of action, and liabilities, including attorney’s fees brought as a result of my participation in The Activity and to reimburse them for any such expenses incurred. I further understand and agree that if
any claims, demands, actions, suits, or causes of action are brought or sought against me as a result in any way of my participation in The Activity, I shall not be entitled to any defense or indemnification by Caltech in connection with such claims, demands, actions, suits or causes of action.

**Governing Law:** This Agreement shall be governed by, construed and interpreted in accordance with the laws of the State of California.

**Severability:** I expressly agree that the foregoing agreement is intended to be as broad and inclusive as permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgement of Understanding:** I have read this agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability as relates to The Activity to the greatest extent allowed by law. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

<table>
<thead>
<tr>
<th>Participant Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Parent or Guardian Signature if Participant is Under 18:</td>
<td>Date:</td>
</tr>
<tr>
<td>Street:</td>
<td>City:</td>
</tr>
<tr>
<td>Email:</td>
<td>State and Zip:</td>
</tr>
</tbody>
</table>
Appendix D

Risk Assessment Guide
Risk Management Office

Contents

Student Club Risk Assessment and Approval.................................................................38
  Step 1 – Consult with the Student Affairs Office.........................................................38
  Step 2 – Identify the level of risk..............................................................................38
  Step 3 – Complete the risk assessment questionnaire...............................................38
  Step 4 – Engage fellow students, staff and faculty in a review.................................38
  Step 5 – A Participant Agreement..........................................................................39
  Step 6 – High Risk Activities................................................................................39

Understanding Risk Management.............................................................................39

Risk Management Process ....................................................................................40
  Step 1 - Establish the context..................................................................................41
  Step 2 - Identify the risks.......................................................................................41
  Step 3 - Analyze the risks.....................................................................................41
  Step 4 - Evaluate the risks.....................................................................................42
  Step 5 - Treat the risks..........................................................................................42
  Step 6 - Review the risk management plan............................................................42

General Assessment of the Level of Risk .................................................................43
  Low Risk.............................................................................................................43
  Moderate Risk..................................................................................................43
  HIGH Risk.........................................................................................................44
  EXTRA HIGH Risk ............................................................................................44

Conducting Your Club Assessment for All Proposed Clubs....................................44

List of Clubs.........................................................................................................45

Risk Assessment Questionnaire..............................................................................53
Student Club Risk Assessment and Approval

In any given year, more than 200 lawsuits are filed nationally against student organizations. It is an unfortunate fact that individuals and student organizations, just like the rest of society, must be concerned with risk management.

Risk management is the process of identifying and assessing risk and developing strategies to avoid personal injury, property damage, and resultant financial loss. With regard to student activities, risk management means making sure that no one gets hurt and that no property is damaged at an organization’s events. Risk management means avoiding lawsuits. All of a student group’s activities – receptions, athletic contests, and other events – carry the potential of some risk. For this reason, student organizations just like any operation must learn to identify and reduce risky behavior.

All Student Clubs that are contemplated by California Institute of Technology students should be carefully evaluated before finalizing any decision to commence that Club. You should feel free to engage the assistance of staff, faculty and others who may be knowledgeable in the club being considered. Some activities are routine and low risk and can generally be conducted with little formality. Moderate risk activities generally require a higher standard of review, and a more comprehensive assessment and plan of risk management. Activities that are considered to be High Risk must be submitted to and reviewed by the California Institute of Technology Risk Manager. These activities may require subsequent review and approval by our insurer. That process will be described herein.

After describing your proposed club to the appropriate supervising staff or faculty at Caltech, you will begin the process of Risk Assessment. This process is described in the following pages, and should be used for all activities or events. Upon careful research, you will often learn that your proposed Club involves hazards not originally anticipated. You should not plan to commence any club until you have received acknowledgement or appropriate approval from a responsible staff person or faculty. For any High Risk activity, this review should include input from the California Institute of Technology Risk Manager.

IMPORTANT: The Risk Assessment and approval process is MANDATORY for all groups that have received “Recognized” status at California Institute of Technology and is recommended for all other groups. This process involves the following 6 steps:

Step 1 – Consult with the Student Affairs Office to learn of any requirements or limitations for which you need to be aware. Assess your expertise in organizing and managing the proposed Club. Consult with staff, faculty, or other professionals who can provide guidance in organizing a successful effort.

Step 2 – Identify the level of risk that is generally inherent in your proposed club. You will do this by referring to the sample list of activities. This list will provide you with insight and awareness into those activities often classified as Low, Moderate or High risk. The list is not all-inclusive. You may identify activities that are not on the list. As a general guide, you may try to match your Club with one that is similar.

Step 3 – Complete the risk assessment questionnaire to develop a good understanding of the various risks associated with the proposed Club. The results of the Risk Assessment Questionnaire will help you evaluate the suitability of the Club, and provide insight into how the proposed Club might be engineered for optimum safety.

Step 4 – Engage fellow students, staff and faculty in a review of your findings to assess the completeness of your assessment. High risk activities create an unacceptable exposure to the student and the Institute. Some Medium Risk and Low Risk activities can be problematic if not properly engineered. California Institute of Technology can provide you guidance and tools to help manage risk associated with your activities, but only if you enlist our assistance.
Step 5 – A Participant Agreement which includes an Acknowledgement of Risk, Waiver, Release of Liability, and Hold Harmless Agreement can be developed as indicated. This Agreement should be signed by each individual participant and should be maintained in the offices of the appropriate Institute official. The Risk Management Office, the California Institute of Technology Internal Auditor, and the Institute’s insurer reserve the right to audit files for these documents.

Step 6 – High Risk Clubs will at the discretion of the California Institute of Technology Student Affairs Office and Risk Manager require annual recertification. Additional information on the annual recertification will be described in the initial approval documentation.

**NOTE:** Each club is unique. When you are thinking about participating in or sponsoring a club, you should measure the risks in terms of the “likelihood” of it happening and then the “consequence” if it does happen.

**IMPORTANT:** Clubs that are not officially recognized by the California Institute of Technology cannot be promoted with the Institute’s name and/or resources and cannot operate on the Institute campus. Whether a Group is recognized or not, there still remains a liability to the Institute that must be addressed by way of prudent risk management.

**NOTE:** Liability coverage is not automatically provided under Caltech’s insurance policy for all student organizations and activities. Coverage is afforded at the discretion of the Institute and its insurers. It is Caltech’s goal to provide coverage for all Sponsored Clubs and Sub-Clubs and their activities, but coverage is NOT automatic. Program organizers should understand that:

- Students are NOT covered by the California Institute of Technology insurance while they are driving to and from events whether they are Institute recognized or not.

- It is strongly encouraged by the California Institute of Technology that advisors attend events involving high-risk activities whether on or off-campus.

**Risk Management Office**

Understanding Risk Management

**Risk Management** is the process of identifying and assessing risk and developing strategies to avoid personal injury, property damage, and resultant financial loss. With regard to student activities, risk management means making sure that no one gets hurt and that no property is damaged at an organization’s events. Risk management means avoiding lawsuits. All of a student group’s activities – receptions, athletic contests, and other events – carry the potential of some risk. For this reason, student organizations just like any operation must learn to identify and reduce risky behavior.

**Responsible Parties**

At the California Institute of Technology, many departments throughout the Institute are involved in special activities and events and thus are parties to the risk management processes described in this policy. These activities range from educational activities held around the world to sponsored clubs to the wide range of independent activities of informal student groups. The Student Affairs Office is a key portal for many Institute-wide student activities.

The responsibility for planning, organizing and managing student activities is a shared, Institute-wide activity. This responsibility includes the following parties: (1) the student seeking approval, (2) the Student Affairs Office or other
department seeking that is providing guidance, (3) the Risk Management office which will review requests that exceed certain parameters, and finally (4) the participants in assuring the ongoing safety of the Club.

There are a number of ongoing responsibilities of an effective risk management program. Some “best practices” are as follows:

- Proceed with caution about permitting activities that cannot be recognized or officially supported by the Institute,
- Submit a complete and detailed California Institute of Technology Risk Assessment Questionnaire,
- Provide guidelines for the club events,
- Recommend that staff or faculty advisors be actively involved in all High Risk activities,
- Maintain a library of safety-related and other informative materials on the various Clubs, especially those that are designated as High Risk,
- Provide periodic seminars or training workshops on safe practices as they relate to the Club,
- Provide the Participant/Release/Waiver Agreement and recommend it be signed by each participating student,
- Recommend the clubs verify the maintenance of equipment and facilities that may be used by the club,
- Maintain good and up-to-date records on all Clubs,
- Always emphasize the motto of “safety first.”

The California Institute of Technology Risk Management office will assist, upon request, in gathering information in risk identification and injury prevention. But the basic elements of risk assessment must be conducted by the student club. California Institute of Technology has an obligation to help students understand the risks associated with any proposed Club and to offer them information that will allow for a safer and more enjoyable recreational experience. The goal of all parties is to reduce any/all risks – to the extent possible – associated with student club/organization activities. Below are some general guidelines on Risk Management.

### Risk Management Process

1. **Establish context**
2. **Identify the risks**
3. **Analyze the risks**
4. **Evaluate the risks**
5. **Manage/control/reduce the risks**

What is a risk?

A risk is the chance of something happening as a result of a hazard or threat which will impact on your business planned event. Risk arises out of uncertainty. It is measured in terms of the **likelihood** of it happening and the **consequences** if it does happen.

What is risk management?
Risk management is the process which is used to avoid, reduce or control risks. There should be a balance between the cost of managing risk and the benefits you expect from taking that risk.

When you set out on a car journey, you are subconsciously going through a process to minimize the risks you may encounter. For example, you check the car's fuel level to ensure you avoid the risk of running out of fuel before you reach your destination. This is risk management.

So, let's say someone proposes a Belly Flop Competition. All sorts of questions should begin spinning through your head. Begin with the Journalist’s Questions – Who, What When, Where, How and Why?

**Step 1 - Establish the context**

The first step in the risk management process is focused on the environment in which your club operates. You need to consider this environment so that you can establish the boundaries in which risks must be managed and guide your decisions on managing risks.

To do this, you need to:

- Consider the outcomes you want to achieve in your Club,
- Consider the environment in which your Club operates,
- Identify internal and external stakeholders,
- Develop risk evaluation criteria.

Back to the Belly Flop example. While we might assume the “environment” will be a swimming pool, we need to know whose pool? Where is it located? Is it a public or private facility? How well maintained is the facility? How safe and secure is the facility? Traditionally a belly flop involves a diving board. This generates lots of other questions. What is the outcome proposed for this activity? Is this for fun or for competition? Create a general framework and road map for your analysis.

**Step 2 - Identify the risks**

Step 2 involves identifying the risks which arise from all aspects of the environment you established in Step 1. Your aim is to develop a complete list of the risks and what each involves.

You will:

- Select the best methods to identify potential risks,
- Examine all sources of possible risks,
- Identify all potential risks whether they are random, internal or external to the club,
- Examine each risk from the perspective of both internal and external stakeholders.

If you do not identify a potential risk, it can pose a major threat to your organization. No risk is too small or too large to have an impact.

This is where you begin your research on the Belly Flop activity. Using the Internet and other available sources try and learn the risks inherent in this activity. Understand the general hazards associated with water sports. Learn of the specific hazards associated with indoor or outdoor pools. Research the hazards associated with diving.

**Step 3 - Analyze the risks**

After you have completed Steps 1 and 2 to establish the context of risk management and identify the risks, assess the impact of these risks. You want to separate minor acceptable risks from major risks which must be managed.
This involves deciding on the relationship between the **likelihood** (frequency or probability) and the **consequences** (the impacts) of the risks you have identified. The level of risk should be analyzed in relation to what you are currently doing to control that risk. Control measures decrease the level of risk, but there may be sufficient risk remaining for the risk to be considered with others.

Back to the Belly Flop example. If it’s an outdoor pool, there is always the possibility of lightning; but in Southern California that risk is very low. What about the diving board? Are plans to use only a low board? How do you prevent a participant from using a high board? Have the boards been inspected for safety?

**Step 4 - Evaluate the risks**

You have already established the context of risk management, identified and analyzed the risks. In Step 4, you evaluate the risks by comparing the level of risk with the risk criteria you established in Step 1. You will be deciding whether risks are acceptable or not.

Your evaluation will take into account the following:

- The importance of the Club you are risk managing and its outcomes,
- The degree of control you have over the risk,
- The potential and actual losses which may arise from the risk,
- The benefits and opportunities presented by the risk.

In evaluating the risks associated with the Belly Flop activity you have to decide if the risk is worth the reward. Are there viable means to control the risk, such a pre-inspection of the facility, arranging faculty supervision, and assuring that participants meet certain minimum requirements – like the ability to swim! If not, can your objective be accomplished through other means; an alternative activity that is lower risk?

**Step 5 - Treat the risks**

After evaluating the risks you have identified in a particular activity, the next step is to treat the risks you have decided as unacceptable. You will do this by:

- Identifying the options which you could use to treat the risks,
- Selecting the best option in terms of its feasibility and cost effectiveness,
- Preparing a risk treatment plan,
- Implementing the risk treatment plan.

After you have identified and evaluated the risks, you begin to find ways to treat those risks. This can be the creation of a facility checklist and pre-inspection to assure that all reasonable standards are met. You can require that all participants provide a signed waiver, and that the waiver requires that they certify their ability to swim. You can further treat the risk of drowning by having certified lifeguards and persons trained in CPR present for the entire event. Be a critical thinker; leave no stone unturned.

**Step 6 - Review the risk management plan**

You need to constantly monitor and evaluate the strategies you are using to manage risk. Risks do not remain the same, the environmental context changes and other factors impact on your organization.
You may find that, over time:

- New risks are created,
- Existing risks are increased or decreased,
- Risks no longer exist,
- The priority order of risks changes,
- Risk treatment strategies are no longer effective.

You also need to periodically review the risk management plan and specify:

- How a review should be done,
- How frequently a review should be done,
- Who should be responsible for the review.

A General Assessment of the Level of Risk

As you contemplate the organization of your new Club, you will begin the process of evaluating the risks associated with this new venture. To assist you in understanding how Caltech’s insurer evaluates “risk,” we are providing you a listing of activities and their categorization as Low, Medium, High or Extra Risk. This will help you develop a general perspective on the hazard level associated with the activity. There are often unrecognized elements of risk associated with low and medium risk activities. Take time to explore the possibilities. At times a high risk activity can be safer than a medium risk activity, if properly managed.

The activities designated to fall within the “High Risk” or “EXTRA HIGH Risk” area shown in the following table are not automatically scheduled into Caltech’s current liability insurance policy and are generally not authorized by the Institute. Any requests to participate in or sponsor such a Club should be reviewed by staff or faculty, and then presented to the California Institute of Technology Risk Manager. A completed Risk Assessment will need to be submitted, in writing, to receive the appropriate review by Risk Management and approval by the Institute’s insurance carrier. The Risk Management Office and the Office of the General Counsel will assist you in developing a customized Participant Agreement for the activity. In order to help us make a supportive decision, your Risk Assessment Questionnaire should include complete information on the activity, including the specific risks that have been assessed as well as any controls put in place that will ensure the health, safety and welfare of the participants. Use your critical thinking skills; the more information that you can provide on the Risk Assessment Questionnaire the better.

Keep in mind that while oversight of insurance and risk management is the responsibility of the Risk Management Office, ongoing diligence in this area is expected of everyone on campus, including staff, faculty, students, and visiting members of the public. We ask everyone to exercise reasonable care in planning and participating in any club. Your decision should be a balance between the costs of managing the risks and the benefit you expect from taking those risks. California Institute of Technology encourages and supports those Clubs that are enjoyable and safe. For your reference, the Risk Management Office provides a list of activities and identifies the relative degree of risk associated with that activity. Risks are categorized as Low, Moderate, High or Extra High.

LOW to MODERATE: These Clubs usually involve no special risks and hazards other than those inherent in any activity itself.

MODERATE: These Clubs involve some risk of contact injury, often infrequent, are not excessive or extreme and within reasonable limits. The Clubs are normally well-conducted, but the safety of the participants sometimes depends upon the implementation of safety equipment and procedures.
HIGH AND EXTRA HIGH: These Clubs include elements that could cause someone harm. This could involve someone “attending” or “participating” in the event. An individual standing on the sidelines can still become injured, even without participating. If the potential exists, the event should be considered risky. Note that some High Risk Clubs are marked with a double X (XX) which denotes them as Extra High Risk.

Examples of high-risk activities are shown on the list. IMPORTANT: Generally these activities are not recognized and are non-authorized by the Institute and cannot be held on Institute property. Note that while students will at times participate in some HIGH RISK activities without the specific consent of the Institute, these activities may not be held on campus. Participating students should exercise extreme caution and will be required to sign a Participant Agreement / Waiver/Release of Liability Form.

California Institute of Technology reserves the right to modify the list to add or delete any activity as High or Extra High Risk. If you contemplate engaging in a High or Extra High Risk Club, below are some guidelines to follow:

**Conducting Your Club Risk Assessment for All Proposed Clubs**

The Club Risk Assessment Questionnaire has been provided to facilitate your review of the feasibility of the proposed Club. This will help you develop a well-structured program to manage elements of risk inherent in your Club. Your completed questionnaire will be used by the California Institute of Technology Risk Manager to assist as needed, and as necessary to seek the authorization of our insurance company to allow the Club under our policy.

All Clubs must be submitted to the respective academic or administrative department for review and approval. Most Low and Moderate Risk Clubs can be easily approved, but you should allow a minimum of 2-3 weeks for review and approval before commencing the Club. If it is a new Club and we do not have an existing Participant Agreement/Waiver form, the California Institute of Technology Risk Manager will develop the appropriate form. Please allow 4-6 weeks for review of any High Risk Club.

**Preparing for a High Risk Club**

When planning a high risk student Club, the organizer should take the following steps:

1. Any student Club that is contemplating holding an event which inherently has high risks associated with it or is not a Club within the sphere of Caltech’s usual activities, MUST secure Student Affairs Departmental approval before submitting to Risk Management for review.
2. After this approval is secured, the Risk Assessment Form should be completed in full and returned via email to the Risk Manager. The request should be submitted at least one month prior to the Club.

REMEMBER: If a Club is determined to be High Risk, it presents an increased potential for injury to the participants. If the Institute determines that a proposed Club is too great a risk, the Club will not be approved. If a student organization chooses to be involved with such an event, Caltech would require it to be off-campus AND the student organization does so without Institute approval. Individuals who participate accept full responsibility (including liability) for their actions.

Any club participating in a high-risk Club that received the Institute’s approval to do so, must seek re-approval each year from the Institute in order to remain a registered club. NOTE: On the List of Activities/Events, those activities marked X or XX are designated as HIGH RISK/EXTRA HIGH RISK. Any individual participating in a one of these activities must complete and sign a Risk Management approved Participant Agreement/Release/Waiver of Liability form.
List of Clubs

A General Assessment of the Level of Risk

This list should be used as a general tool to help develop a perspective on how the California Institute of Technology and our insurers evaluate risk associated with activities and clubs. Please review this list to identify the general level of risk associated with your proposed Club.

_Rated from Low to High Risk_

<table>
<thead>
<tr>
<th>CLUB DESCRIPTION</th>
<th>RISK CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LOW</td>
</tr>
<tr>
<td>Acrobatics/acrobatic cheerleading</td>
<td></td>
</tr>
<tr>
<td>Aerobic classes/events</td>
<td>X</td>
</tr>
<tr>
<td>Aircraft activities/events</td>
<td></td>
</tr>
<tr>
<td>Animal/livestock shows</td>
<td></td>
</tr>
<tr>
<td>Animal/livestock acts and shows</td>
<td></td>
</tr>
<tr>
<td>Anniversary parties</td>
<td>X</td>
</tr>
<tr>
<td>Antique shows</td>
<td></td>
</tr>
<tr>
<td>Archery</td>
<td></td>
</tr>
<tr>
<td>Armed private security used at an event</td>
<td></td>
</tr>
<tr>
<td>Art festivals/shows</td>
<td>X</td>
</tr>
<tr>
<td>Auctions</td>
<td>X</td>
</tr>
<tr>
<td>Auto shows</td>
<td>X</td>
</tr>
<tr>
<td>Award presentations</td>
<td>X</td>
</tr>
<tr>
<td>Badminton</td>
<td>X</td>
</tr>
<tr>
<td>Ballets or other classical dance shows</td>
<td></td>
</tr>
<tr>
<td>Ballooning (hot air)</td>
<td></td>
</tr>
<tr>
<td>Banquets</td>
<td>X</td>
</tr>
<tr>
<td>Basketball</td>
<td></td>
</tr>
<tr>
<td>Bazaars</td>
<td>X</td>
</tr>
<tr>
<td>Club Description</td>
<td>Risk Category</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>Beauty pageants</td>
<td>X</td>
</tr>
<tr>
<td>Bicycle rallies (not including races)</td>
<td></td>
</tr>
<tr>
<td>Billiards</td>
<td>X</td>
</tr>
<tr>
<td>Bingo games</td>
<td>X</td>
</tr>
<tr>
<td>Block parties/street closures/street fairs</td>
<td></td>
</tr>
<tr>
<td>Boat shows</td>
<td></td>
</tr>
<tr>
<td>Body building contests</td>
<td>X</td>
</tr>
<tr>
<td>Bowling</td>
<td>X</td>
</tr>
<tr>
<td>Boxing</td>
<td></td>
</tr>
<tr>
<td>Broomball</td>
<td></td>
</tr>
<tr>
<td>Bungee jumping</td>
<td></td>
</tr>
<tr>
<td>Business meetings</td>
<td>X</td>
</tr>
<tr>
<td>Birthday parties</td>
<td>X</td>
</tr>
<tr>
<td>Camping (no overnight)</td>
<td></td>
</tr>
<tr>
<td>Camping (overnight)</td>
<td></td>
</tr>
<tr>
<td>Canoeing</td>
<td></td>
</tr>
<tr>
<td>Card games (bridge, chess, poker, etc.)</td>
<td></td>
</tr>
<tr>
<td>Carnivals</td>
<td></td>
</tr>
<tr>
<td>Casino and lounge shows</td>
<td></td>
</tr>
<tr>
<td>Charity benefits, auctions or sales</td>
<td>X</td>
</tr>
<tr>
<td>Church services/meetings</td>
<td>X</td>
</tr>
<tr>
<td>Circus (non-domesticated animals)</td>
<td></td>
</tr>
<tr>
<td>Civic club meetings</td>
<td>X</td>
</tr>
<tr>
<td>Classical music concerts - indoors</td>
<td>X</td>
</tr>
<tr>
<td>Classical music concerts – outdoors</td>
<td></td>
</tr>
<tr>
<td>Club Description</td>
<td>Risk Category</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Low</td>
<td>Moderate</td>
</tr>
<tr>
<td>Clay pigeon shooting</td>
<td>X</td>
</tr>
<tr>
<td>Country festivals/fairs (no rides)</td>
<td></td>
</tr>
<tr>
<td>Country western events (no rodeos or rides)</td>
<td></td>
</tr>
<tr>
<td>Craft shows</td>
<td>X</td>
</tr>
<tr>
<td>Cricket</td>
<td></td>
</tr>
<tr>
<td>Dodge Ball</td>
<td></td>
</tr>
<tr>
<td>Drill team exhibitions</td>
<td>X</td>
</tr>
<tr>
<td>Educational exhibitions</td>
<td></td>
</tr>
<tr>
<td>Electronics conventions</td>
<td></td>
</tr>
<tr>
<td>Exhibitions</td>
<td></td>
</tr>
<tr>
<td>Fashion shows</td>
<td>X</td>
</tr>
<tr>
<td>Fencing – with protective equipment</td>
<td></td>
</tr>
<tr>
<td>Festivals and cultural events – indoors</td>
<td></td>
</tr>
<tr>
<td>Festivals and cultural events – outdoors</td>
<td></td>
</tr>
<tr>
<td>Film production</td>
<td></td>
</tr>
<tr>
<td>Film showings</td>
<td></td>
</tr>
<tr>
<td>Fishing events</td>
<td></td>
</tr>
<tr>
<td>Flower shows</td>
<td></td>
</tr>
<tr>
<td>Foam dance pits</td>
<td></td>
</tr>
<tr>
<td>Football games</td>
<td></td>
</tr>
<tr>
<td>Frisbee</td>
<td></td>
</tr>
<tr>
<td>Garden shows</td>
<td></td>
</tr>
<tr>
<td>Golf</td>
<td></td>
</tr>
<tr>
<td>Graduations</td>
<td></td>
</tr>
<tr>
<td>Gun/rifle and knife shows/events</td>
<td></td>
</tr>
<tr>
<td>Club Description</td>
<td>Risk Category</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>Gymnastics/gymnastics competitions</td>
<td></td>
</tr>
<tr>
<td>Hang gliding</td>
<td></td>
</tr>
<tr>
<td>Harvest festivals (without farm equipment or animals)</td>
<td>X</td>
</tr>
<tr>
<td>Hockey</td>
<td></td>
</tr>
<tr>
<td>Home shows</td>
<td></td>
</tr>
<tr>
<td>Horse-related activities</td>
<td></td>
</tr>
<tr>
<td>Ice hockey</td>
<td></td>
</tr>
<tr>
<td>Ice skating shows</td>
<td></td>
</tr>
<tr>
<td>Javelin</td>
<td></td>
</tr>
<tr>
<td>Jazz &amp; jam concerts - indoors</td>
<td>X</td>
</tr>
<tr>
<td>Jazz &amp; jam concerts - outdoors</td>
<td></td>
</tr>
<tr>
<td>Jazzercise classes/events</td>
<td></td>
</tr>
<tr>
<td>Job fair – indoors</td>
<td></td>
</tr>
<tr>
<td>Job fair – outdoors</td>
<td></td>
</tr>
<tr>
<td>Junior athletic events</td>
<td></td>
</tr>
<tr>
<td>Karate events</td>
<td></td>
</tr>
<tr>
<td>Kayaking</td>
<td></td>
</tr>
<tr>
<td>Lacrosse</td>
<td></td>
</tr>
<tr>
<td>Ladies club events</td>
<td></td>
</tr>
<tr>
<td>Lectures</td>
<td></td>
</tr>
<tr>
<td>Luncheons</td>
<td></td>
</tr>
<tr>
<td>Marathon (walking, running, jogging, etc)</td>
<td></td>
</tr>
<tr>
<td>Martial Arts</td>
<td></td>
</tr>
<tr>
<td>Mechanical amusement devices</td>
<td></td>
</tr>
<tr>
<td>Meetings – indoors</td>
<td></td>
</tr>
<tr>
<td>Club Description</td>
<td>Risk Category</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>Meetings – outdoors</td>
<td>X</td>
</tr>
<tr>
<td>Moshing</td>
<td></td>
</tr>
<tr>
<td>Motorized sporting events/auto racing (snowmobiles,</td>
<td></td>
</tr>
<tr>
<td>quad runners, etc.)</td>
<td></td>
</tr>
<tr>
<td>Mountaineering</td>
<td></td>
</tr>
<tr>
<td>Nightclub events/shows</td>
<td></td>
</tr>
<tr>
<td>Old timer events</td>
<td></td>
</tr>
<tr>
<td>Pageants</td>
<td></td>
</tr>
<tr>
<td>Paintball</td>
<td></td>
</tr>
<tr>
<td>Parachuting</td>
<td></td>
</tr>
<tr>
<td>Parades (under 500 spectators)</td>
<td></td>
</tr>
<tr>
<td>Picnics held at grounds w/o pools or lakes</td>
<td></td>
</tr>
<tr>
<td>Platform diving</td>
<td></td>
</tr>
<tr>
<td>Political rallies</td>
<td></td>
</tr>
<tr>
<td>Proms</td>
<td></td>
</tr>
<tr>
<td>Pyrotechnics</td>
<td></td>
</tr>
<tr>
<td>Racquetball/squash</td>
<td></td>
</tr>
<tr>
<td>Reunions – indoors</td>
<td></td>
</tr>
<tr>
<td>Reunions – outdoors</td>
<td></td>
</tr>
<tr>
<td>Rock climbing/climbing wall</td>
<td></td>
</tr>
<tr>
<td>Rock and rap music concerts</td>
<td></td>
</tr>
<tr>
<td>Rodeos and roping events</td>
<td></td>
</tr>
<tr>
<td>Roller Hockey</td>
<td></td>
</tr>
<tr>
<td>Rugby</td>
<td></td>
</tr>
<tr>
<td>Rummage sales</td>
<td></td>
</tr>
<tr>
<td>Club Description</td>
<td>Risk Category</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>RV shows</td>
<td>X</td>
</tr>
<tr>
<td>Sailing</td>
<td>X</td>
</tr>
<tr>
<td>School band competitions/events</td>
<td>X</td>
</tr>
<tr>
<td>Scooter boards</td>
<td>X</td>
</tr>
<tr>
<td>Scouting jamborees (no overnight camping)</td>
<td>X</td>
</tr>
<tr>
<td>Scuba diving</td>
<td>XX</td>
</tr>
<tr>
<td>Séances</td>
<td>X</td>
</tr>
<tr>
<td>Seminars</td>
<td>X</td>
</tr>
<tr>
<td>Sidewalk sales</td>
<td>X</td>
</tr>
<tr>
<td>Skiing</td>
<td>X</td>
</tr>
<tr>
<td>Ski Jumping/aerial maneuvers</td>
<td>XX</td>
</tr>
<tr>
<td>Skydiving</td>
<td>XX</td>
</tr>
<tr>
<td>Snorkeling</td>
<td>X</td>
</tr>
<tr>
<td>Snowboarding</td>
<td>X</td>
</tr>
<tr>
<td>Soap box derbies</td>
<td>X</td>
</tr>
<tr>
<td>Social gatherings/receptions - indoors</td>
<td>X</td>
</tr>
<tr>
<td>Social gatherings/receptions – outdoors</td>
<td>X</td>
</tr>
<tr>
<td>Soccer</td>
<td>X</td>
</tr>
<tr>
<td>Softball events</td>
<td>X</td>
</tr>
<tr>
<td>Speaking engagements</td>
<td>X</td>
</tr>
<tr>
<td>Speleological</td>
<td>X</td>
</tr>
<tr>
<td>Spelunking</td>
<td>XX</td>
</tr>
<tr>
<td>Submarine squad</td>
<td>X</td>
</tr>
<tr>
<td>Swap meets</td>
<td>X</td>
</tr>
<tr>
<td>Swimming – indoors or outdoors</td>
<td>X</td>
</tr>
<tr>
<td>CLUB DESCRIPTION</td>
<td>RISK CATEGORY</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Symphony concerts</td>
<td>×</td>
</tr>
<tr>
<td>Teleconferences</td>
<td>×</td>
</tr>
<tr>
<td>Telethons</td>
<td>×</td>
</tr>
<tr>
<td>Tennis – indoors (table tennis)</td>
<td>×</td>
</tr>
<tr>
<td>Tennis – outdoors</td>
<td>×</td>
</tr>
<tr>
<td>Tetherball events</td>
<td>×</td>
</tr>
<tr>
<td>Theatrical stage performances</td>
<td>×</td>
</tr>
<tr>
<td>Tractor trailer pulls</td>
<td>×</td>
</tr>
<tr>
<td>Trade shows – indoors</td>
<td>×</td>
</tr>
<tr>
<td>Trade shows – outdoors</td>
<td>×</td>
</tr>
<tr>
<td>Triathlon</td>
<td>×</td>
</tr>
<tr>
<td>Union meetings</td>
<td>×</td>
</tr>
<tr>
<td>Vacation shows</td>
<td>×</td>
</tr>
<tr>
<td>Volleyball events</td>
<td>×</td>
</tr>
<tr>
<td>Voter registration</td>
<td>×</td>
</tr>
<tr>
<td>Water activities (i.e. water polo)</td>
<td>×</td>
</tr>
<tr>
<td>Wedding reception</td>
<td>×</td>
</tr>
<tr>
<td>Whitewater kayaking/rafting</td>
<td>XX</td>
</tr>
<tr>
<td>Wilderness/survival programs</td>
<td>XX</td>
</tr>
<tr>
<td>Windsurfing</td>
<td>×</td>
</tr>
<tr>
<td>Woodsman/outing club</td>
<td>XX</td>
</tr>
<tr>
<td>Wrestling</td>
<td>XX</td>
</tr>
<tr>
<td>OTHER-DESCRIBE:</td>
<td></td>
</tr>
<tr>
<td>CLUB DESCRIPTION</td>
<td>RISK CATEGORY</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>LOW</td>
</tr>
</tbody>
</table>

**Low Risk** – Risks generally inherent in the club and accepted by all participants and/or which involve no special risk. Strategy should be to accept the risks.

**Moderate Risk** – Club involves some risks of contact injury, but is not excessive or extreme and within reasonable limits; often infrequent. The events are normally well-conducted but the safety of the participants depends upon the implementation of safety equipment and procedures. Strategy should be to reduce risks by implementing controls where possible.

**HIGH Risk** – Frequent and possible severe injuries and/or property damage could occur. Strategy should be to avoid taking these type risks.

**EXTRA HIGH Risk** – Note that any Club marked with more than one X is considered to be Extra High Risk and will receive increased scrutiny. No EXTRA HIGH Risk can be approved without the prior authorization of the California Institute of Technology Risk Manager. California Institute of Technology reserves the right to add or remove activities from the High Risk Category.
Risk Assessment Questionnaire

Below is a list of some of the various risk factors that should be considered in the planning of your proposed Club. In beginning this process, it is important to recognize the degree of risk or hazard associated with your planned Club. Refer to the list of activities and clubs that should provide some general perspective on the level of hazard associated with your proposed Club. This list provides a representative sampling of various types of Clubs. That list and this Risk Assessment Questionnaire is not all inclusive of the various risks that you may encounter. Please carefully review this Questionnaire and “check” each item Yes or No as appropriate. For each item marked “Yes,” enter an explanation in the box that describes the characteristics of that item. The box size will expand to allow you to enter as much information as you have available. You should save an entire copy of this document for your future reference, but may save only the pages of the Risk Assessment Questionnaire for your future planning activities.

Name of Club:

Club or Department Requesting Approval:

Name of Contact:

Contact Information:  Phone:  Email:

Desired Effective Date for Club:

Type of Request:  Club   Special Event   Sports

Describe:

Duration of Club:  One Time   Short-term   Ongoing

Describe:

Fully Describe Proposed Club:

<table>
<thead>
<tr>
<th>#</th>
<th>Risk Factor / Underwriting Issue</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Do you expect the sale and/or consumption of alcohol?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Will the size of the crowd be large or otherwise unusual?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Is there no or a poor communication system?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Will there be students 18 years and younger attending?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Will there be no, or inexperienced security?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>For inside occupancy is there a lack of good signage (exits, etc.)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Is there the potential for slippery surfaces?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Could weather conditions adversely impact safety?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Is the event in high crime area? Any presence of gangs in the area?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Is there any potential for theft by staff or participants?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Will there be any use of Fireworks or any other fire hazard?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Are any planned activities potentially hazardous?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Is there any possible questionable behavior of performers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Will there be any glasses or bottles that could present a safety issue?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Is there the potential for event cancellation or performer no-show?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Are the organizers inexperienced in managing such events?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Any use of locations not designed for events?
Is there the potential for over capacity crowds?
Is there the potential for damage by vandalism?
Any danger from falling objects?
Any crowd control danger from free and uncontrolled admission?
Long weekend and holiday events?
Any planned use of animals?
Lack of appropriate parking lot security?
Large number of volunteers?
International attendance?
No evacuation plan?
Admitting weapons or menacing objects?
Poor ventilation in any facility?
Slow emergency response due to location of event?
Athletic events? Describe:
Use of contractors (food, entertainment, etc.)
Loaned or rented equipment? Experience in use of equipment? Insurance in place?
Sale of product? Is there any product liability exposure?
Non-affiliated group using Caltech property?
Travel? Is transportation required or provided? Describe:
Bonfires?
Any prior notification of incidents to Caltech Safety Office and/or other management officials?
Will food be served or sold? Describe:
Field Trips (see field trip guidelines)?
No insurance coverage.
A faculty or staff advisor will be actively involved with the Club? If so, name the advisor(s) and describe the role he/she plays in the Club:

**DESCRIBE OTHER RISKS ASSOCIATED WITH THE PROPOSED CLUB AND YOUR RECOMMENDATIONS FOR ELIMINATING AND/OR REDUCING THOSE RISK:**

By Marking this Box YES, I certify that I have read and understood the risks associated with the above described Club and hereby submit this Application for consideration.

Yes, I understand the risks
No

Submitted By:
Date:

**THIS SECTION FOR USE BY STAFF/FACULTY RESPONSIBLE FOR REVIEW OF APPLICATION**
<table>
<thead>
<tr>
<th>Not approved. Reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval not required. Reason:</td>
</tr>
<tr>
<td>Approved as submitted:</td>
</tr>
<tr>
<td>Approved with stipulations / recommendations.</td>
</tr>
<tr>
<td>Describe:</td>
</tr>
</tbody>
</table>

**NOTE:** ALL HIGH RISK ACTIVITIES AND ALL ACTIVITIES FOR WHICH A "YES" EXPLANATION RAISES REASONABLE CONCERN MUST BE REFERRED TO RISK MANAGEMENT.

- [ ] INTERNAL REVIEW AND APPROVAL
- [ ] RISK MANAGEMENT REVIEW AND RECOMMENDATIONS

Reviewed by:  
Date:  

**THIS SECTION FOR USE BY CALIFORNIA INSTITUTE OF TECHNOLOGY RISK MANAGEMENT OFFICE.**

<table>
<thead>
<tr>
<th>Not Recommended. Reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed. No recommendations.</td>
</tr>
<tr>
<td>Reviewed with recommendations as noted below:</td>
</tr>
</tbody>
</table>

Reviewed by:  
Date:  
Appendix E

Career Development Center Practices
Caltech Student Club and CDC Practices Relating to Career/Job

Hunting Related Activities/Programs

Caltech’s Career Development Center (CDC) is responsible for providing services and resources to assist both GRADUATE AND UNDERGRADUATE students in the cultivation and enhancement of skills to explore career options. The CDC fulfills this responsibility by coordinating contacts with employers, including employer visits and career days on campus. This approach avoids confusion with employers and ensures that all interested students are aware of career opportunities.

The CDC will work collaboratively with Caltech clubs to:

1. Promote career related events
2. Ensure that fair and ethical recruiting practices are in place
3. Better prepare students for such events
4. Eliminate redundant efforts by clubs or the CDC
5. Avoid scheduling conflicts
6. Establish and maintain mutually beneficial relationships with employers

The CDC is the designated office at Caltech to organize and sponsor employment and career related activities and events for students.

CDC staff members are very serious about their responsibility for communicating career information and opportunities to students with regard to reaching the most productive employment markets, studying the competition, and interpreting the options available in graduate school.

To be clear, since the CDC is designated as the Caltech office with responsibility for sponsoring and organizing any career related events, including any virtual events, the CDC must be notified of any proposed career related events considered by student clubs even during the inception stage to allow proper oversight and organization through the CDC, regardless of location and sponsor. This includes, but is not limited to, information sessions, networking events, or guest speakers whose focus is on employment opportunities or hiring.

If a club wishes to have an event, the club must contact the designated representative at the CDC at the inception stage of the proposed event and before any date is set. ALL such events must be coordinated.
with the CDC to prevent duplication of effort and so that such events are advertised to the entire student body.

Clubs, per se, **may not hold or host on-campus or virtual** company interviews or career fairs, or industry nights. Such activities must be organized and run by the Career Development Center. Co-sponsorship of the CDC with a club is always possible.

Clubs may not enter into agreements with online job posting services to advertise such services to their student membership or provide access to students’ names or emails. Any request from such firms must be referred to the CDC.

All companies and organizations (including start ups) must post their job openings on NACElink when recruiting Caltech students. If a club is contacted by a person who or organization that wishes to hire Caltech students or postdoctoral scholars, the club should insist that the employer contact the CDC in order to formally post the position on NACElink. If details about a position are emailed or communicated to a club, the club must *immediately* forward the email or information to the CDC at career@caltech.edu. The CDC will confirm when the company is registered and the job is posted on NACElink and, at that time and not before, the club may distribute the information to their membership.

To notify the CDC of a proposed career related event or for assistance in arranging one, please contact Assistant Director Mandy Casani mcasani@caltech.edu or in her absence Recruiting Coordinator Cathy Miles cjmiles@caltech.edu.

*It should be noted that these practices pertain to all members of student clubs whether those members be undergraduates, graduate students, postdoctoral scholars, or other Caltech employees.*
Appendix F

Club Sport Teams Handbook
APER

Club Sport Teams Appendix
Department of Athletics, Physical Education, and Recreation Mission Statement

The mission of the Department of Athletics, Physical Education, and Recreation (APER) is to develop the physical, social, and emotional skills of Caltech students necessary for the cultivation of a sound mind in a sound body. The Department seeks to encourage participation in a balanced program of individual and group activities through a variety of intercollegiate, physical education, club, intramural, and informal recreation activities intended to meet the needs of all members of the community.

Purpose of Club Sport Teams

Club sport teams (CSTs) at Caltech are an avenue for students and members of the campus community to participate in athletic activities and competition not currently supported by intercollegiate athletic programs. Clubs sports are team organizations relying on student leadership and are formed by individuals sharing a common interest in a sport activity. The strength, membership and active competitive spirit of each club sport is defined by its participants and their interest level in staying active in their sport and competition.

What defines a club sport at Caltech?

All clubs are asked to register through the appropriate Caltech club process, and only clubs meeting the definition of a club sport team need to register with APER to receive an opportunity to request department support.

Criteria for club sport team designation:

- The primary purpose of the club is to develop and display athletic ability in the context of competition.
- The sport has a defined playing season designated by a national or international governing body. A designated season includes a clear start, a clear finish, a method to calculate the length of activity, and includes a period where no activity is taking place as an off-season.
- A national or international governing body defines rules for practice/competition, playing season, eligibility for competition, and generally administers the state of the sport in the sporting community.
- The team participates in at least five (5) competitions against other teams/individuals outside of the Caltech community and guided by similar guidelines or structure during their designated playing season.
- The team or individuals hold practice sessions at least twice each week with the primary goal of the session focused on skill development and preparation for competition.

Procedures for starting a new club sport

Any group seeking the additional designation as a club sport team after recognition as a student club must:

1. Complete, submit, and be approved as a registered Caltech Club as outlined by the Student Club Handbook.
2. Establish interest in the sport
   a. Begin with demonstrating an interest in the club sport team by showing a volume of members willing to participate in club activities and that ensures club sport team viability. That means...
      i. For individual sports at least fifteen (15) students, either graduate or undergraduate, who are enrolled and in good standing at Caltech.
      ii. For team sports the number of athletes in the starting lineup for that sport plus an additional 50% of that number,
1. Example – Soccer requires 11 starters so the club needs 11 plus at least 50% of the starting lineup, which is 5.5. So a soccer club needs to have at least 17 active members.
   b. Confirm membership meets member criteria as defined by Caltech club policies.
   c. Have all members on the CST roster approved through the Caltech club process.
   d. At least five (5) members of the CST must provide their certification cards for completion of CPR/AED/First Aid certification.

3. Determine the leadership structure
   a. Beyond the student leadership and advisor requirements for all Caltech clubs, CSTs must have a coach with specific sport expertise (See club sport coach section for details)

4. Determine the specifics of operation
   a. Contact the national/international governing body to determine:
      i. The designated playing season
      ii. If competition is available in the local area (within 75 miles of campus)
   b. Confirm that appropriate facilities are available on campus.
   c. Confirm what appropriate equipment is needed and available. If it is not currently available, can it be acquired through the Caltech clubs process and procedures.
   d. Determine where club equipment, training supplies, etc. will be stored and propose plan for approval.

5. Receive approval from CST Coordinator
   a. Submit appropriate APER paperwork in its entirety (both individuals and club paperwork) in the club registration packet

**Active Club Member Status**

Eligibility for both practice and competition means the club and individuals have met the following criteria PRIOR to the first practice and/or competition:

1) The club is approved through Caltech Club procedures
2) The club has submitted the APER forms required for Club Sport Teams
3) Each member has completed paperwork through Caltech Club procedures
4) Each member has completed both forms required in Form Packet B of this manual

**Club Leadership Responsibilities**

In addition to the requirements of all Caltech clubs, CSTs must develop an internal system to:

9) Submit facility requests for each term to the CST Coordinator by published deadline.
10) Maintain equipment inventory and submit to the CST Coordinator by published deadline:
   a) Yearly Inventory
   b) Yearly Safety inspection
11) Submit game schedules and appropriate updates to the CST Coordinator by published deadline.
12) Find appropriate competition officials and confirm prior to competition.
13) Submit travel paperwork before competition off campus to the CST Coordinator by published deadline.
14) Submit competition result report to the CST Coordinator within 48 hours after competition.
15) Assure at least one (1) CPR/AED/First Aid certified person is in attendance at all practices/activities.
Club Coach Responsibilities

Each club must have an individual responsible for instruction and skill development. This can be a student who has demonstrated an expertise in the sport. For instance, a graduate student who was a member of the intercollegiate soccer team as an undergrad can fill the role of the club soccer coach. The club can also pursue a coach who is paid or volunteer from inside or outside the Institute. The coach is not part of the operational leadership of the club, with the coach’s focus on skill instruction.

If licenses and/or certifications are required of coaches at the youth level, the same license and/or certification is required of CST coaches. It is the responsibility of the club to research if the governing body issues licenses and/or certifications, and to obtain the specified license and/or certification. Consult with the CST Coordinator for guidance.

Club coaches must:

1) Schedule an in-person meeting with the CST Coordinator before receiving approval to work with the club sports team.
2) Complete and submit the club sport coach application and submit it to the CST Coordinator for approval before administering any practice sessions.
3) Familiarize himself/herself with all CST policies and procedures in this handbook.
4) Follow all APER and Institute policies and procedures.
5) Fill the role of coach, and refrain from actively participating in the club management. In club sports, students dictate their own sport experience through student-oriented leadership.
6) Develop practice sessions focused on:
   a) Skill development
   b) Preparation for competition
   c) Building team cohesiveness
7) Ensure good sportsmanship for their interactions as the coach, and foster this with members of the club. This includes but is not limited to:
   a) Practice sessions
   b) Competition
   c) Contact with other teams
   d) Interaction with APER staff
   e) Interaction with event management on and off campus at competitions
   f) Interaction with officials
8) Attend practices and competitions regularly.
   a) For off campus competition, coaches are required to attend unless previously approved by the CST Coordinator/Associate Director for Recreation.
   b) Approval for this request must be submitted two days before competition.
   c) In the event of an emergency, the coach is required to communicate to the CST Coordinator/Associate Director for Recreation immediately upon discovery that he/she will be unable to accompany the team. Communication by cell phone is acceptable and preferred.
9) Earn and maintain CPR/AED/First Aid certification.

CST coaches are encouraged to develop practice plans and conduct organized practices that enable all club members to develop their skill, regardless of their ability. The CST Coordinator is available to mentor new club coaches, and coaches are encouraged to consider the following elements in each practice:

1. Create detailed schedule to provide fundamental skill development
2. Assist novice members understand rules, competition environments, etc.
3. Incorporate competition strategy instruction
4. Provide a time schedule

A practice plan template is available in the forms section of this appendix.

**Facilities**

Teams have the ability to reserve APER facilities for practice and competition. Each club is allowed a maximum of two (2) sessions of two-hour duration each week of their official season. Because of limited facility capacity, club sport teams may not reserve more than two slots in advance, however if others do not reserve the facility, CSTs are welcome to utilize areas on a first-come, first-served basis.

Facility requests must be submitted to the CST Coordinator as outlined by the CST calendar. To provide greatest access to club sport teams while still maintaining opportunities for the entire campus community, facility requests must be made in the first two (2) weeks of the term. Facility requests may take 3-5 days to appear on the facility schedule.

Because of limited facility access, facility priority is as follows:

1. Intercollegiate Athletic Teams:
2. Physical Education Classes
3. Interhouse & Graduate Student Council
4. Club sport teams
5. Other clubs at Caltech
6. General use by recreation members and students
7. Outside groups

**Reservations and usage policies**

Facility reservations are a privilege, and cooperation and respect for facility staff is a basic requirement for this privilege. All club members are held accountable for facility rules and are required to comply with facility staff directions. Misuse of equipment, facilities, or inappropriate conduct or actions while participating in club sport-related activities may jeopardize a club’s status with APER and its ability to reserve facilities in the future.

CSTs with a facility reservation are asked to adhere to their scheduled time. If space that has been reserved is not going to be used, club representatives are required to inform the Associate Director of Athletics or the CST Coordinator immediately. If a club sport team has an ongoing issue with “no shows” for facility reservations, the CST will be notified by email its privilege to reserve facilities is in jeopardy. A further instance will result in loss of reservation privileges for that term and potentially future terms, as deemed necessary by the CST Coordinator.

If another group is using a facility prior to a CST time, CSTs are asked to stay-off the playing surface until the group is finished. If the group is an intercollegiate athletic team, CSTs are asked to wait quietly until the athletic coach has released the team. If the group is not an intercollegiate team and is running over, please alert APER building staff who will ask the group to finish. For safety reasons, do not begin set-up of any equipment until the group before yours is complete without permission from a full-time APER staff member (Coach or building supervisor).

CSTs are obligated to leave the space exactly as they found it upon arrival. Teams that do not cleanup, or which leave equipment out after use of their reservation, may also find their privileges in jeopardy of being suspended. If any group disturbs any roped-off or restricted areas, a group may find their privileges in jeopardy of being suspended.
Alcoholic beverages are not permitted during CST participation. Regardless of the age of participants, club sport teams are representing the Caltech name and image and are not to partake of alcoholic beverages while involved in club sport team activities on or off campus. This applies to activities at the competition site while in uniform. Please refer to the CSTs alcohol policy.

Medical Considerations
Each participant in CST activities is responsible for his/her own well-being. All members of the CSTs should be aware of and watching for safety and hazardous conditions with equipment and facilities. If there is any potentially dangerous situation, it should be reported immediately to building and/or APER staff. All members are required to follow APER policies and procedures and to avoid any potentially hazardous situations that may occur during participation.

Participants in CSTs are encouraged to check with their family doctor or the Caltech health center staff prior to starting a new physical activity to assure physical activities are within healthy guidelines for an individual. Each CST member is responsible for his or her own physical condition and APER staff urges all CST members to train appropriately to assure physical fitness levels necessary for strenuous activities, prior to participation. APER offers a range of physical education courses to assist the campus community with reaching higher levels of physical fitness. Any questions regarding what classes or workout routines may be appropriate for a specific sport should be directed to the athletic training staff.

Members and club leadership are required to report injuries to APER. In the case of serious injury, please contact the APER staff on-site, who will assist the CST to finalize an incident report. For less serious injuries, the club is asked to complete an incident report and deliver it to the CST coordinator.

Athletic trainers are trained to examine sports related injuries and are available for consultation. For more severe injuries, members should immediately seek medical attention. If a members wishes, Caltech athletic trainers can provide contact information for physicians who specialize in sports medicine. Athletic trainers will not refer the member to any particular physician, and may provide specialist contact information for informational purposes upon request. Athletic trainers may suggest a specific type of physician based on their expertise with sports injury, however the ultimate decision and responsibility to choose to seek medical attention and which physician to see rests with the CST member. It is the member’s responsibility to confirm the physician is within the individual’s insurance coverage.

CPR/AED/First Aid Certification
Each CST must have at least five (5) members who are CPR/AED/First Aid certified. One person who is CPR/AED/First Aid certified must be at all CST activities to provide support in the event of an emergency. All full-time APER staff members are CPR/AED/First Aid certified and can assist, however since CST use facilities during off-hours, an APER staff member may not be available. It is the responsibility of each club to ensure at least one of those five (5) people is present for all club activities. APER and the CSC will assist clubs by coordinating a vendor and date for CPR/AED/First Aid training, however each CST is responsible for the cost of certifying/recertifying the appropriate number of club members to meet the requirement. There are several AEDs located throughout the athletic facilities. They are located at Braun Athletic Center on both the first and second floors, the swimming pool office, and the Brown Gym near the athletic training office.

Access to Athletic Trainers
Caltech employs two full-time athletic trainers to assist our campus community. The athletic trainers are a great resource to help guide club sport team members through the injury rehabilitation process. CST members can access the
athletic trainers for consultation in regards to sports medicine-related questions and potential athletic-related injuries during non-peak times. Please remember that although athletic trainers are available for the entire community, their primary purpose is to assist intercollegiate student athletes. The athletic training room is located in Brown Gym and athletic trainers are available for consultation Monday, Tuesday, and Thursday from 1pm until 3pm. Other times may be available, however appointments must be scheduled directly with the athletic training staff. The athletic trainers can be reached at extension 3245.

**Competition**

*Scheduling*

Each CST is responsible for scheduling competitions and reserving appropriate facilities. At the start of each term, each club is required to submit a competition schedule for that term. The updated schedule must include all home and away events. CSTs are encouraged to enter into a scheduling agreement with each competitor to assure teams are in-synch with respect to time, location, expectations, potential sharing of costs for officials, and other competition needs. These competition agreements are meant to be a recitation of the details between participating clubs. A sample scheduling agreement is available in the forms section of this appendix.

*On-campus competition*

On-campus competition with club groups from other colleges and universities is encouraged as often as possible. When opportunities arise to compete with groups not part of another college or university, additional steps are required. These groups will need to provide insurance documentation prior to competition, and the Caltech CST is required to submit this documentation to the club sport coordinator. **Please contact the club sports coordinator when scheduling non-college/non-university affiliated teams to assure proper procedures are followed so approved competition can take place.**

CSTs are responsible for their own set-up and breakdown. Please remember facilities are to be left the way they were found. Club representatives should coordinate within the club to assure set-up for a competition will be completed one (1) hour before designated competition start time. The ranking club officer is responsible as the game manager for the competition. Responsibilities for game management include:

1. Greeting officials and visiting team.
2. Assuring competition area and equipment are set up completely and safely for the contest.
3. Supervising their team members to assure appropriate behavior is maintained.
4. Notifying APER or building staff in the event of injury or emergency.

**Injuries**

In the event of a life threatening accident or emergency, **call Security at Ext. 5000 immediately.** Caltech Security will contact Pasadena emergency services if necessary. Security is networked with Pasadena emergency services, which saves valuable time in the event of an emergency.

For non-life threatening situations, if an injury occurs during a CST activity, APER staff and/or building staff should be notified immediately. If an injury occurs between normal business hours and/or when an intercollegiate competition is also being held, the APER or building staff will notify an athletic trainer.
**Off-campus competition**

Each CST is required to submit a travel report prior to departure from campus for each competition. CSTs involved in local league play should submit a local league travel report at the start of the season, and update it each term if league play carries over two terms. A local league travel report must be completed prior to each league start date. For instance if your league lasts ten (10) weeks, and starts up again after one (1) week off, a local league travel report is due for each league schedule in which your CST participates with.

CST members and team activities are representing Caltech and must maintain the honor code and appropriate representation of Caltech while in competition. Any behavior not acceptable on-campus is not acceptable off-campus. Inappropriate behavior will place the club in jeopardy of losing CST privileges.

All CST members who plan to drive to off-campus competition or activities must have a driver information form on file with APER staff. When using personal cars, a driver must have a valid driver’s license and proof of insurance on file with the CST Coordinator **before** leaving for competition. Each member will need to designate on his/her member information form if he/she is willing to be a driver and/or passenger or a passenger only during the season, and this form must be completed, signed and submitted to the CST Coordinator prior to departure for competition. The member information form is found in the forms section of this appendix. One club representative must maintain an emergency contact information binder and assure it is taken to all off-campus activities, as well as a first aid kit. CST constitutions should outline who will be responsible for specific and required duties for events and/or competition.

Club leadership may email or text the vehicle roster to the CST Coordinator on departure from campus. Club leadership needs to be accountable for sending this correspondence **BEFORE** departing from campus. Please note which of the club members will be in which vehicle.

To drive team members to off-campus competition, each driver must meet the Caltech vehicle policy when using Caltech vehicles. In addition, any drivers using personal vehicles must have a valid driver’s license and meet all requirements of California law, such as appropriate levels of automobile insurance. Each person expecting to drive team members to off-campus competitions must complete the driver’s off-campus portion of the waiver found on the member information form and provide a copy of their driver’s license and insurance cards.

Off campus competition is for the purpose of the CST participating in competition. Fans and spectators are encouraged, however, guests are responsible to find their own lodging and are not permitted to stay within the same room as team members while on competition travel. This provides a respectful and focused time for all team members to concentrate on competition.

**Officials**

It is the responsibility of the club to secure and pay officials for club competitions. Club representatives are encouraged to contact officials two (2) days before competition to confirm details of time, location, and other relevant details. Club representatives should also be available prior to competition to greet officials and officials should be treated as welcomed guests of the Institute. Clubs need to ask officials what their officiating association rules are for cancellation. The club needs to abide by those rules. APER will not provide funding for cancellations triggered by insufficient member attendance. APER is not responsible for paying officials.
**Athletic Trainers**

CST competitions held during normal business hours may have limited secondary support from Caltech athletic trainers. The athletic trainers primary duties are to intercollegiate athletic teams. However, depending on number of events and type of activities scheduled, athletic trainers may provide limited secondary support to club sports. If a CST would like to have an ATC as a primary support person attentive to their competition arrangements can be made through the CST Coordinator. This will be an expense for the club. If the CST is holding a tournament with more than one visiting team on-campus, a certified athletic trainer is required and the expense is the responsibility of the CST. Athletic trainers are paid $25 per hour when covering an event.

**Uniforms and Club Sport Team Names**

Each club sport team must have approval of the uniforms by the CST Coordinator prior to purchase if the Caltech name, logo, or beaver name or likeness is used. If CSTs associate the Caltech name as any part of the club name, the CST Coordinator must also approve that name prior to the beginning of the academic year, and the CST must remain consistent in its use throughout the year. An example of a partial use of a name requiring approval is “Caltech Airbenders.” Approval is required yearly.

As representative of the Institute, use of the Caltech name, torch logo, beaver logo, or beaver label is to be held in the highest regard. As a symbol of the honor code, CST members are asked to conduct themselves in a manner consistent with the well-respected name Caltech holds in academia and the community. If at any time the CST chooses to act in a manner inconsistent with the Institute’s outstanding reputation, the CST Coordinator and Director of APER will work with the club to determine the subsequent consequences. The CST Coordinator and Director of APER may choose to bring the matter to the CCSC (Caltech Club Sports Council) or depending on the severity of the situation, may choose to make a decision without consulting the CCSC within APER.

**Funding**

All funding for CSTs will be handled with the Caltech Club system and its policies and procedures. APER will not have access to funding for clubs.

**Caltech Club Sport Council (CCSC)**

The Caltech Club Sports Council (CCSC) is intended as a forum to provide club representatives an opportunity to interact and discuss issues impacting clubs and the APER Department. A variety of issues will be discussed within the CCSC, and agendas will be the responsibility of the CCSC group. The CCSC may also provide opportunities for APER staff and CST Coordinator to receive feedback on the state of CSTs during the year. Each CST is required to have a club leader attend club sport council meetings, which will be held in October, November, January, March, and May. Dates are specified on the calendar included in this handbook.

**Equipment purchase and storage**

CSTs are encouraged to work with APER staff to order any equipment and uniforms needed. CSTs should attach a wish list to the year-end report of items they are considering for the upcoming year to help APER understand areas in which
they may be helpful. When the APER staff knows in advance what is needed, it may be able to incorporate those items into larger purchases by the APER Department to assist clubs with saving money. Catalogs are available to assist with equipment and uniform ordering.

Clubs using any Institute purchased equipment must utilize APER storage. Limited storage is available to clubs for equipment and uniforms through the APER equipment room. CSTs must arrange to meet with the CST Coordinator and Associate Athletics Director to coordinate storage. Clubs will be asked to meet strict storage criteria, such as using specific storage bins, inclusion of written inventories, and proper labeling and cataloging. Storage is available on both an academic and summer basis. At the end of the academic year, end of the summer, and/or end of the playing season, CSTs must work with APER to store equipment. It will be reissued when the club is again in season.

Any storage the CST utilizes during the designated season is under the controlled access of the APER Department. Club leadership will need to make an appointment with the Associate Director for Recreation to determine an access plan. At the end of the designated season, CSTs need to vacate the storage space and follow procedures in the equipment room.

**CST Coordinator**

The CST Coordinator is a full time member of the APER staff. The CST Coordinator is an intercollegiate coach with an additional duty of assisting and supervising club sport teams. The CST Coordinator’s responsibility is to be a resource for CSTs and to assist CSTs in several areas:

1. Formation of new clubs.
2. Distributing appropriate forms.
3. Facility requests.
4. Equipment purchase and storage.
5. Newsletter and Website Updates.

The CST Coordinator exists to guide clubs. Clubs are responsible for completing their own paperwork and meeting deadlines. Part of the club sport team experience is an opportunity to have hands on experience in leadership, organizational management, and working within a system. CST representatives need to be the primary force behind the club. The CST Coordinator will facilitate and guide CSTs through the processes.

All required forms are to be submitted to the CST Coordinator, unless the specific form indicates otherwise. Do not submit forms to other members of the APER staff. Forms may be delivered via email or to the APER office. When delivering forms to the office, please put these into an envelope labeled with the CST Coordinator’s name on the front. If the APER office is not open, a bin is located to the right of the APER office door. Any forms left there should be labeled for the CST Coordinator to assure these will be delivered properly. **Do not leave forms at the front desk.**

When delivering forms via email, please use the form in its current format. Do not recreate the form. This assures information is not missed. Forms will be formatted in an editable PDF format to give CSTs the ability to download the form, complete, and return the form via email as the preferred method of submitting. Funding forms submitted via email need to include scanned copies of the receipts. Forms are not considered submitted until all portions of the form are complete and submitted.
APER Alcohol, Hazing, Harassment, and Non-Discrimination Policy

CALTECH DEPARTMENT OF INTERCOLLEGIATE ATHLETICS, PHYSICAL EDUCATION, AND RECREATION

POLICY ON CONTROLLED SUBSTANCES AND ALCOHOL

• The Department of APER prohibits the presence of alcohol in athletic facilities, on fields, or near the pools for any and all events that are student, club sports team, or intercollegiate athletic focused regardless of age of participants.

ATHLETICS, PHYSICAL EDUCATION AND RECREATION IMPOSED CONSEQUENCES FOR CONTROLLED SUBSTANCES AND ALCOHOL, HAZING, HARASSMENT OR DISCRIMINATION POLICY VIOLATION

Errors in judgment around use of alcohol and other drugs and/or other negative team behaviors including hazing, harassment or discrimination will result in disciplinary action. The student and/or group will meet with the Director of APER for further discussion on the matter and the director will determine appropriate course of action. The Director of APER will implement a resulting action plan, which may include suspension of privileges. Club sport teams are expected to conduct themselves in a positive and heathly atmosphere emphasizing inclusive and safe participation of their members.

To review the Institute’s full policy on Alcohol and Hazing, please refer to:

To review the Institute’s full policy on unlawful harassment, please refer to page 5-3 at:
http://www.hr.caltech.edu/StaffBook/Section5.pdf

To review the Institute’s full policy on Nondiscrimination, please refer to:
http://www.hr.caltech.edu/policies/Policies/CITPolicy%20Nondiscrimination.pdf

Please note that the policy of the Department of Intercollegiate Athletics, Physical Education and Recreation is more restrictive in part due to NCAA rules and the physical activity nature of events within the facilities.

Directory

The following people are part of the club sport team process. The CST Coordinator is always the first stop, however other members of the APER staff are listed in the event the CST Coordinator is unavailable. All of this information can also be found on the website at www.gocaltech.com

<table>
<thead>
<tr>
<th>Title</th>
<th>Person</th>
<th>Campus Ext</th>
<th>Cell Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST Coordinator</td>
<td>Sandra Marbut</td>
<td>3674</td>
<td>310-701-3942</td>
<td><a href="mailto:smarbut@caltech.edu">smarbut@caltech.edu</a></td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>Betsy Mitchell</td>
<td>6148</td>
<td></td>
<td><a href="mailto:betsy.mitchell@caltech.edu">betsy.mitchell@caltech.edu</a></td>
</tr>
<tr>
<td>Associate Director for Recreation</td>
<td>John Carter</td>
<td>3252</td>
<td>213-453-3865</td>
<td><a href="mailto:John.carter@caltech.edu">John.carter@caltech.edu</a></td>
</tr>
<tr>
<td>Assistant Director for Athletics</td>
<td>Angel Mason</td>
<td>3260</td>
<td></td>
<td><a href="mailto:Angel.mason@caltech.edu">Angel.mason@caltech.edu</a></td>
</tr>
<tr>
<td>Recreation Manager</td>
<td>Tia Lillie</td>
<td>3259</td>
<td></td>
<td><a href="mailto:Tlillie@caltech.edu">Tlillie@caltech.edu</a></td>
</tr>
<tr>
<td>Equipment Manager</td>
<td>Vince Riley</td>
<td>3268</td>
<td></td>
<td><a href="mailto:vriley@caltech.edu">vriley@caltech.edu</a></td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>Andres Alamillo</td>
<td>3245</td>
<td></td>
<td><a href="mailto:andres@caltech.edu">andres@caltech.edu</a></td>
</tr>
<tr>
<td>Asst. Athletic Trainer</td>
<td>Erin Dunn</td>
<td>3245</td>
<td></td>
<td><a href="mailto:erindunn@caltech.edu">erindunn@caltech.edu</a></td>
</tr>
<tr>
<td>Sports Information Director</td>
<td>Stephen Hinkel</td>
<td>3262</td>
<td></td>
<td><a href="mailto:shinkel@caltech.edu">shinkel@caltech.edu</a></td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td>5000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Club Sports Teams Yearly Calendar
The club sports calendar is included in this packet. On the calendar CSTs will find deadlines to help them plan and prepare forms due at different times of the year.

Club Sport Teams

Academic Year Calendar
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Frosh Camp Begins on September 24, 2012.
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Term Begins</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Club Sport Teams Kick Off Meeting 7pm Brown Gym Classroom</td>
<td>Club Fair</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Club Registration Packet is Due  Club Member Packets Due for each member</td>
<td>19</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>Club Sport Council Meeting 12 Noon Brown Gym Classroom</td>
<td></td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Coaches need to meet with CSC this week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>19 Club Sport Council Meeting 12 Noon Brown Gym Classroom</td>
<td></td>
<td></td>
<td></td>
<td>22 Thanksgiving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>
December 2012

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last Day of classes</td>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fall term is over</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## January 2013

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>President’s Holiday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Club Sport Council Meeting</td>
<td></td>
<td>Last day of classes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12 Noon</td>
<td>12</td>
<td>Brown Gym Classroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Winter Term is over</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Spring classes begin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td></td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td></td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td></td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td></td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23</td>
<td></td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23</td>
<td></td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>13 Club Sport Council Meeting</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17 Club Sports Leadership Transition Meeting 6pm Brown Gym Classroom</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>27 Memorial Day</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>
# June 2011

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
<td><strong>4</strong></td>
<td><strong>5</strong></td>
<td><strong>6</strong></td>
<td><strong>7</strong></td>
<td><strong>8</strong></td>
</tr>
<tr>
<td></td>
<td>Annual Report meetings must be completed this week</td>
<td>Clubs using the summer term must have facility requests in today.</td>
<td></td>
<td></td>
<td>Last Day of Classes</td>
<td></td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>10</strong></td>
<td><strong>11</strong></td>
<td><strong>12</strong></td>
<td><strong>13</strong></td>
<td><strong>14</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Spring term is over</td>
<td>Summer begins</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td><strong>17</strong></td>
<td><strong>18</strong></td>
<td><strong>19</strong></td>
<td><strong>20</strong></td>
<td><strong>21</strong></td>
<td><strong>22</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>23</strong></td>
<td><strong>24</strong></td>
<td><strong>25</strong></td>
<td><strong>26</strong></td>
<td><strong>27</strong></td>
<td><strong>28</strong></td>
<td><strong>29</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
List of Form Packets

**Form Packet A - Packet to register a club sport team**

- Club Sport Team registration form
- Coach form
- Roster form*
- Competition schedule*
- Equipment inventory
- Team name & uniform approval
- CPR/AED/First aid certifications
- Facility requests*

* Forms are also used for New Term Updates. Use original roster form to update the new information. Roster form has column for each term and each member will need to initial each term to confirm membership. Please submit form with updated information in appropriate column for term, plus add any new members.

**Form Packet B – Club Member Participant Registration Packet**

- Member information form
- Consent, waiver, assumption of risk for members

**Form Packet C - On Campus Competition**

- Competition Contract
- Officials Contract
- Incident report
- Competition results

**Form Packet D - Packet for Off Campus Competition**

- Local league travel form
- Competition results
- Incident reports
Form Packet F – Other necessary Forms

- Annual Report
- Club Goals
- Practice Plan
- First Aid Kit Checklist
- CST Checklist
Form Packet A - Packet to register a club

In Form Packet A

Club registration Form
Coach Form
Roster Form
Competition Schedule
Equipment Inventory
Team Name and Uniform Approval
CPR/AED/First Aid Certifications
Facility Request
Club Name: ____________________________ Academic Year: __________________

Club Contact Information

Club President
Name: ________________________________ Yr in School: Frosh Soph Jr Sr Grad
Cell Phone: _______________________ Email: ________________________________
Campus MSC: ___________ On campus physical location: _____________________________
When does term expire? _________________

Caltech Club Sport Council Representative
Name: ________________________________ Yr in School: Frosh Soph Jr Sr Grad
Club Office Title: ______________________ When does term expire? _________________
**If CCSC rep is not an officer listed above, complete the following information**
Cell Phone: _______________________ Email: ________________________________
Campus MSC: ___________ On campus physical location: _____________________________

General Information

Club website address: ________________________________
Governing body for competition: ________________________________
Website for governing body: ________________________________
Yr club established: ________ Consecutive yrs operated? ________ Inactive Years? ________

Membership Information

# returning members: ________ # new members: ________ # on roster ________
Anticipated # novice members: ________ # experienced members: ________
Number of starting positions for competition: ________
Practice and Competition Information

Defined Playing season begins: ___________________ ends: ____________________
Defined off season begins: _______________________ ends: ____________________
Number of practices per week: _________ Number of hours each practice: ________

Number of competitions

Last year - Total ________ Home: ________ Away: ________
Anticipate this year - Total ________ Home: ________ Away: ________

Local League Information

Will the club be participating in a local league? Yes No

Name of league: __________________________________________________________________
Location league of play: ____________________________________________________________
League game nights: _________________________ Game times: _________________________
League contact name: _____________________________________________________________
Phone: ______________________________ Email: _____________________________________
League website/schedule link: ________________________________________________
**Attach league schedule if there is not a website**

By submitting this club sport registration form, we are acknowledging our registration as a club sport team, and our desire to work within the Caltech APER and Club Sport Teams policies and procedures for the academic year ____________ _______. We understand recognition as a CST by APER is conditional on following policies and procedures laid out in both the Caltech Club Handbook and the Club Sport Teams Appendix. By signing this, I am certifying our information is complete and accurate for the club and each of its members.

Club President Signature: ______________________________________________
Club President Name: _________________________________________________
Date: ___________________________

Club Secretary Signature: ______________________________________________
Club Secretary Name: _________________________________________________
Date: ___________________________

For Office Use Only

Approved by –
Club Sport Teams Coordinator: ________________________________ Date: ______________
California Institute of Technology  
Department of Athletics, Physical Education, and Recreation  
Club Coach Application (Form A2)

<table>
<thead>
<tr>
<th>Name</th>
<th>Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>City, Zip</td>
<td>Home Phone</td>
</tr>
<tr>
<td></td>
<td>Office Phone</td>
</tr>
<tr>
<td>Email</td>
<td>Yrs exp with team</td>
</tr>
<tr>
<td>Employer</td>
<td>Time with employer</td>
</tr>
</tbody>
</table>

Are you currently an active member of the club sport team?  Yes  No
Does your sport require coaching certification at youth levels?  Yes  No
If yes, have you received your coaching certification?  Yes  No

Please include/attach a copy of your certification with this application.

Experience (please list any certifications, past teams, CPR/AED/First AID etc):
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Coaching services will be provided at the discretion of club members. Members of the club can choose to discontinue instruction with the coach at any point in the academic year and club leadership will communicate that to the coach with the assistance of the CST Coordinator and Director of APER. All coaches must reapply for their positions each school year, regardless of how long they have been affiliated with the club. Coaches will provide organized and safe instruction and training for various skill levels. Practice plans are required for each practice session and a focus on skill development and preparation for competition is critical. Coaches may provide input concerning finances, competition schedules, demonstrations, special events, and training trips. However, officers will make final decisions regarding any club matter. The agreement to coach becomes effective when signed by the listed persons/offices below. Please attach a professional resume listing professional background as well as a section for coaching experience. This resume must be attached for this form to be complete.

_____________________________    _____________________  
Club Sport President      Date

______________________________   _____________________   
Club Sport Teams Coordinator     Date

I understand that, if approved, I will be coaching/instructing this club sport on a volunteer basis, unless otherwise noted by club and approved by the Director of APER. I have read and understand coaches/instructor responsibilities as outlined in the Club Sports Teams Handbook. I understand that any infraction of these policies may result in termination or suspension of my coaching/instructing duties. I also understand I will need to submit a resume and be subject to a background check per the Institute’s policies on volunteers, as well as any additional paperwork required by the Institute for volunteers.

______________________________   _____________________   
Club Sport Team Coach/Instructor     Date
<table>
<thead>
<tr>
<th>Name of Club Member</th>
<th>Gender</th>
<th>Caltech Members</th>
<th>Recreation Program Members</th>
<th>Current Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IUD#</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Male</td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Undergrad</td>
<td>Graduate</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Postdoc</td>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Staff</td>
<td>Spouse</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Alumni</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>JPL</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>Complete?</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>Male</td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undergrad</td>
<td>Graduate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Postdoc</td>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff</td>
<td>Spouse</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alumni</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>JPL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>CST Coordinator Approval</td>
<td>Fall</td>
<td>Winter</td>
<td>Spring</td>
<td>Revised on</td>
</tr>
</tbody>
</table>
## Club Sport Team Competition Schedule

### Form A4

<table>
<thead>
<tr>
<th>Club</th>
<th>Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Opponent</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Club Sport President Signature: __________________________ Date: __________

CST Coordinator Approval: __________________________ Date: __________
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Condition</th>
<th>Price per Item</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td></td>
</tr>
</tbody>
</table>

Storage Plan:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Club Sport President Signature: _____________________________ Date: _________________

CST Coordinator Approval: _____________________________ Date: _________________

Equipment Room confirmation: _____________________________ Date: _________________
Club Sport Team: _______________________________________________________________

Name team will be using: _______________________________________________________

Does this name include or affiliate with Caltech in any way? Yes No

Example: Women’s Soccer Club plays in a local league under the name Caltech Airbenders

Does the team have uniforms? Yes No Both home and away? Yes No

Primary home color: _____________________ Primary away color: _________________

Is the Caltech logo or Beaver logo used on the uniform? Yes No

Is the name Caltech printed on the uniform? Yes No

Jersey Numbers: Circle the numbers the team has and X the numbers you will use this season

00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99

**Requirement **

Please attach a photograph of one home and one away jersey

As the club leadership, we attest that our uniforms are consistent with Caltech Club Sport Teams uniform guidelines. We confirm the Caltech name is used appropriately and it is represented graphically in an appropriate manner as determined by the Director of Athletics, Physical Education and Recreation. We confirm the team name we noted above is what we use when we represent the Institute and our club members are aware of what the name is and it is to be used with the greatest levels of respect for the Institute, administrators, faculty, staff, and students who are a part of the Caltech community. We understand that if we choose to change uniforms at any point during the season, we must have approval of the uniform prior to use. We also understand this approval is issued for one year and must be renewed each academic year before any competition for our club sport teams has begun.

________________________________________  _____________________________
Club President       Date

________________________________________  _____________________________
Club Secretary       Date

________________________________________  _____________________________
CST Coordinator       Date

Caltech Clubs Handbook Page | 91
Each CST must have at least five members who are CPR/AED/First Aid certified. One person who is CPR/AED/First Aid certified must be at each CST activity to provide support in event of an emergency. All full time APER staff are CPR/AED/First Aid certified and can assist, however since CSTs use facilities in off hours, an APER staff member may not be available. It is the responsibility of each club to ensure at least one of those five (5) people is present for all club activities. Copy of the certification card must be submitted with this form.

The following members have completed a CPR/AED/First Aid certification class:

<table>
<thead>
<tr>
<th>Club Sport Team</th>
<th>Member</th>
<th>UID#</th>
<th>Type of Certification</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>CPR, AED, First Aid</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>CPR, AED, First Aid</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>CPR, AED, First Aid</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>CPR, AED, First Aid</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>CPR, AED, First Aid</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>CPR, AED, First Aid</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>CPR, AED, First Aid</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>CPR, AED, First Aid</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>CPR, AED, First Aid</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>CPR, AED, First Aid</td>
<td></td>
</tr>
</tbody>
</table>

**Attach a copy of the certification card for all members listed on this sheet.**

I certify all members on this form are CPR/AED/First Aid certified and I have attached copies of the certification cards. I further certify our club ___________________________ will always have one of these individuals at all team activities, practices, and events. If we do not, we will not participate in the activity, practice, event or competition.

________________________________________  _____________________________
Club President       Date

________________________________________  _____________________________
CST Coordinator       Date
Facility Request for Practice or Competition (Form A8)

Club: _____________________________________________ Date of Request: ___________________________

Requestor: _________________________________________ Position in Club: ___________________________

Email Address: _____________________________________ Cell Phone: _______________________________

Location of Physical Residence/Office on Campus: ___________________________________________________

Practice Reservation

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>1st Option</th>
<th>2nd Option</th>
<th>3rd Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of Day: __________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reservation for academic year?   Yes  No
Reservation by term?   Yes  No

Necessary equipment set up and instructions
(Include only equipment that must be set up by APER facility staff. Do not include equipment the club will bring and set up.)
________________________________________________________________________________________________

Competition Reservation

Date of Competition: ________________________________ Set up time: __________________________

Start time of competition: __________________________ Approximate end of competition: ______________

Necessary equipment set up and instructions
(Include only equipment that must be set up by APER facility staff. Do not include equipment the club will bring and set up.)
________________________________________________________________________________________________

Facility Requesting

Please circle the facility requesting

- Braun Gym
- Brown Gym
- Multi Purpose Room
- North Field
- South Field
- Track
- Braun Pool
- Alumni Pool
- Racquetball Court
- Ct#____

Signature of Applicant: __________________________________________ Date: ______________________

For Office Use Only

Meets Weekly Practice Limits   Y  N   # Days/Week _________   # Hours/Practice _________

Meets Competition Guidelines   Y  N   Club Paperwork Current   Y  N   Okay to Schedule   Y  N

Club Coordinator Initials __________________

Choice Given   1st Option   2nd Option   3rd Option

Recreation Coordinator Initials __________________

Approved by Associate Director for Recreation __________________

California Institute of Technology
Department of Athletics, Physical Education and Recreation
Form Packet B - Club Member Participant Registration Packet

In Form Packet B

Club Sport Team Member Information Form

Consent, Waiver, and Assumption of Risk
Name: _______________________________________________  UID#: _________________________

Club Sport Team(s) I participate on are:
1) ____________________________________________________________
2) ____________________________________________________________
3) ____________________________________________________________

Campus MSC: _____________________  Campus Physical Address: _______________________________

Campus Affiliation:  Frosh  Soph  Jr  Sr  Grad  Post Doc
               Faculty  Staff  Alumni  JPL  Spouse  Associate

Email: _________________________________  Cell Phone: _________________________________

Faculty/Staff/ JPL -  Department _________________________________

Alumni – Yr of Graduation: ____________________  BS  MS  PhD

Spouse –
Alum Associated with ________________________________  Yr of grad __________________________

Emergency Contact Information
Please provide two emergency contacts – at least one is required

Primary
Person to notify in case of emergency: ________________________________

Relationship to you: ________________________________  Home Phone: ________________________________

Cell Phone: ________________________________  Work Phone: ________________________________

Secondary
Person to notify in case of emergency: ________________________________

Relationship to you: ________________________________  Home Phone: ________________________________

Cell Phone: ________________________________  Work Phone: ________________________________
Insurance Information

You are covered under policy carried by: Self  Mother  Father  Spouse

Caltech Student Health Insurance Aetna ID #: __________________________________________________

Fill out this section if you are not carrying a Caltech Student Health Insurance policy through Aetna:

Policy Holder’s Name: _____________________________________________________________________

Insurance Company Name: _________________________________________________________________

Insurance Company Address: _______________________________________________________________

Insurance Company Phone: __________________________ Type of Insurance  PPO  HMO  Other

Insurance Policy #: __________________________________ Group # ______________________________

Please be sure to attach a copy of the front and back of your health insurance card, regardless of what type of insurance, even if you are Caltech Aetna insured, with this form and to your club leadership for inclusion in the club binder.

Automobile Insurance Information

I, ___________________________________ understand participation club sports teams may include off campus events and competition where I will either provide or use transportation provided by other club members.

Please initial next to the option you wish to be classified under:

_______ I do not have a vehicle and will only be participating in transportation to off campus events or competition as a passenger in another club member’s vehicle.

______ I may use my own vehicle to transport myself or other club members, or participate in transportation to off campus events or competition as a passenger in another club member’s vehicle. By selecting this option, I will provide my valid driver’s license information as well as certify that I have insurance on my vehicle as required by the State of California. I will complete the section below and also attach a copy of my valid driver’s license and current insurance card to this form.

Driver’s License # _______________________________________ State Issued By __________________

Expiration Date: __________________

Insurance Company: ___________________________________________ Policy # ____________________

Vehicle Make: _______________________________ Model: __________________________________

License Plate: _______________________________ State Issued By: ______________________________

** Members choosing the option to use their vehicle must attach a copy of both your valid driver’s license and valid, current insurance card, front and back. This form is not complete until copies are attached and submitted**

I understand this form is my acknowledgement I am a member of the club sport teams I have listed and this form is completed and submit to satisfy the requirements of me as a club member as required by APER and the club sport teams policies.

Signature: ________________________________________________________________________

Printed Name: ______________________________________ Date: _________________________

CST Coordinator Receipt _____________ Date: ________________
**CONSENT, WAIVER, AND ASSUMPTION OF RISK**
**FOR PARTICIPATION IN CALIFORNIA INSTITUTE OF TECHNOLOGY**
**CLUB SPORTS TEAM PROGRAMS**  (FORM B2)

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cell Phone:</th>
<th>Birthdate:</th>
</tr>
</thead>
</table>

Acceptance of risk for club sport membership

1. I, ______________________ (name of member) am 18 years of age or older and wish to participate with a club sports team at the California Institute of Technology ("Caltech") during the academic year 20___ - 20____.

2. I plan to participate and being a member of the roster for the following team(s) for September 2011 through August 2012:
   a. ____________________________________________
   b. ____________________________________________
   c. ____________________________________________

3. I acknowledge that my participation with a club sport team is completely voluntary.

4. I represent that I have no physical or mental condition, which prevents me from participating with the club sport team(s) in a manner that is safe for other and me. It is my responsibility to take all appropriate actions in advance of, and while participating with my club sport team(s) in all activities associated with the club sport team. I further acknowledge and agree that I have the responsibility to consult with my physician to determine if medical conditions exist that would pose a direct threat to my health or safety or the health and safety of others.

5. I understand that participating with a club sport team at Caltech presents an inherent risk of injury, serious bodily harm, or death. In particular, the risks of participating in a club team sport include, but are not limited to, serious injuries to my head, neck, internal organs, bones, joints, spine, ligaments, muscles, tendons and other parts of the musculoskeletal system which may result in complete or partial paralysis, brain damage and serious injury or impairment to other aspects of my body, general health and well-being. I further understand that such injuries can occur as a result of various modes of transportation (e.g. airplane, boat, train, bus, car), equipment malfunction and/or failure including failure of a motor vehicle, road conditions, vehicular traffic, damage to property, actions of other people, and other injuries arising out of or connected with or participating with club sport teams at Caltech. I further understand that the dangers and risks of participating with club sport teams at Caltech may not only result in serious injury, permanent disability and death, but serious impairment of my future abilities to earn a living, to engage in business, social, and recreational activities and generally enjoy life. I knowingly agree to accept and assume all such risks, including personal injury and death, arising in any way from my participation with club sport teams at Caltech.

**READ THE FOLLOWING PARAGRAPHS CAREFULLY**
**BY SIGNING YOU WILL BE WAIVING LEGAL RIGHTS**

6. In consideration of being allowed to participate with Caltech club sport teams, I expressly agree to accept and assume all such risks including personal injury and death. My participation with Caltech club sport teams is completely voluntary, and I elect to participate with Caltech club sport teams despite the inherent risks.

7. In consideration of the benefits I will receive from participating in a club sports team, I hereby agree, on behalf of myself and on behalf of my assignees, dependents, heirs, parents, guardians, executors, administrators, successors and legal or personal representatives, to release and discharge and promise not to sue Caltech and subsidiary or affiliate or government sponsor of Caltech as well as any person acting in his/her capacity as employee, officer, trustee, agent, contractor, or representative of Caltech (collectively referred to as "Released Parties"), from and with respect to any and all claims, demands, actions, suits, causes of action and liabilities of whatever kind of nature in law, equity or otherwise, that may arise from, are related to, or are in any way connected with my participation with Caltech club sport teams, including injury, death, damage or loss, whether it results from the negligence of Caltech, and/or any other Released Parties, or from any other cause provided however that this does not extend to claims due to the gross negligence, willful misconduct or a violation of law by Caltech or any other Released Parties. I knowingly and voluntarily waive any and all rights and benefits conferred upon me by the provisions of Section 1542 of the California Civil Code or by any similar law or provision, which Section reads as follows: "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFEKTED HIS OR HER SETTLEMENT WITH THE DEBTOR."

8. I understand and agree that if a claim, suit or attachment is brought or sought against me as a result in any way of my participation with club sport teams, I shall not be entitled to any defense or indemnification by Caltech in connection with such claim, suit or attachment.
9. In the event that I sustain injuries or illness while participating in a club sports team, I authorize Caltech to administer or cause to be administered such first aid or other treatments as may be necessary under the circumstances, to include treatment by a physician or hospital of Caltech’s choice. I accept full responsibility for any medical expenses incurred as a result of these actions.

10. I authorize Caltech and its staff in Athletics, Physical Education, and Recreation, the certified trainers, consulting physicians and health care personnel to exchange, written or orally, my protected health information and any related information regarding any injury or illness which affects my ability to participate as a member of a club sports team. Any revocation of this authorization must be made by sending a written notification to the Director of Athletics with a copy to the CST Coordinator and head athletic trainer.

11. This Agreement shall be governed by, construed and interpreted in accordance with the laws of the State of California.

12. I represent and warrant that I have the full right, power and authority to enter into and execute this Consent, Release, and Assumption of Risk (this “release”) and to grant all rights granted under it.

I HAVE CAREFULLY READ THIS RELEASE AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, AN ASSUMPTION OF RISK, AND A PROMISE NOT TO SUE OR MAKE CLAIM, AND I SIGN THIS OF MY OWN FREE WILL.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FORGOING IS TRUE AND CORRECT.

Executed this _____ day of ___________ 20 ____, in ________________________________ County, ____________________________ (State)

Signature: ________________________________________________________________

Print Name: ______________________________________________________________

YOU WILL NOT BE ABLE TO PARTICIPATE WITH CALTECH SPORT CLUB TEAMS IF THIS FORM IS NOT RECEIVED BY CALTECH BEFORE YOUR PRACTICE OR COMPETITION WITH YOUR CLUB SPORT TEAM IN THE ACADEMIC YEAR 20____ - 20 ____

CST Coordinator Receipt _____________  Date: ________________
Form Packet C – On Campus Competition

In Form Packet C

Club Sport Team Competition Details Confirmation
Club Sport Team Competition Officials Confirmation of Competition Details
Incident Report
Competition Results
Club Sports Team Competition Details Confirmation (Form C1)

This is a confirmation of the details for the below mentioned competition between ________________________________, a club sport team at _________________________________ and ____________________________________, a club sports team at California Institute of Technology.

Club sport teams at Caltech are student organizations where participation and competition in a sport are the club’s primary goal. This confirmation exists to assure details are agreed upon and both sides are aware of them. Caltech Department of Intercollegiate Athletics, Physical Education and Recreation facilitate club sport teams by assisting the club sports team with partial funding and facilities, however club sport team members are responsible to conduct their own club business, including scheduling of competition, scheduling and payment to officials, and any costs related to competition.

Details for this competition are listed below:

Club Sport: _______________________________________________________________________

Caltech Club Sport Team Contact Person: ______________________________________________

Caltech Contact Email: ___________________________ Caltech Contact Phone: ____________

Opponent Club Sport Team Contact Person: ____________________________________________

Opp. Contact Email: ______________________________ Opp. Contact Phone: ________________

Location of Competition: _________________________ Date: _____________ Time:____________

Other Competition Information: _______________________________________________________

Any competition conditions/concessions made by host _____________________________________

________________________________________________________________________________

Number of Officials scheduled: ______________________ Rate of Pay: ______________________

Officials Scheduled By: __________________________________  Phone: _____________________

Competition costs will be paid for by: __________________________________________________

By signing this contract, both teams acknowledge the competition and agree to compete with each other according to the details outlined above. If either team needs to cancel the competition, it must be at least 48 hours prior to the agreed upon date and time. If either team needs to cancel the competition within the 48 hours window, the two teams will work together to assume responsibility for unavoidable costs as a result of the late cancellation (officials, deposits for transportation, facility usage, etc.)

Caltech Club Representative: ________________________________________________________

Opponent Club Representative: _______________________________________________________

CST Coordinator received: _______________      Date: _________________
Competition Officials Confirmation of Competition Details (Form C2)

This is a confirmation of competition between __________________________ and _____________________________________, a club sport teams at the California Institute of Technology, to officiate the below listed competition on the date listed below. Club sport teams at Caltech are student organizations where participation and competition in a sport are the club’s primary goal. This confirmation exists between the club sports team and the official to define and confirm details for the upcoming competition. Caltech Department of Intercollegiate Athletics, Physical Education and Recreation facilitate club sport teams by assisting the club sports team with partial funding and facilities, and is not entering into an agreement with the below noted official and is not responsible for payment. The club sport team and its members are responsible to conduct their own club business, including scheduling of competition, scheduling and payment to officials, and any costs related to this competition.

Details for this competition are listed below:

Club Sport: _______________________________________________________________________

Club Sport Team Contact Person: ____________________________________________________

Club Contact Email: ______________________________  Club Contact Phone: ______________

Location of Competition: _________________________ Date: _____________ Time:____________

Other Competition Information: _______________________________________________________

Official Assigned to Competition: ______________________________________________________

Official’s Email: _______________________  Official’s Day of Contact Phone:  _____________________

Official’s Position*:  _______________________________ Rate of Pay: ______________________

Method payment will be delivered:      Day of competition            Via US Mail after competition

Cancellation Policy: ________________________________________________________________

________________________________________________________________________________

Official’s Signature: ________________________________________

Officials Scheduled By: ____________________________________ Date: ____________________

Scheduler Signature: _________________________________   Phone: ______________________

*For multiple officials, position designates which role the official will fill. Example: In Volleyball there is an officiating crew of four officials – R1, R2, and two line judges. One form is suggested for each official.

CST Coordinator received:  _____________      Date: _________________
California Institute of Technology
Department of Athletics, Physical Education and Recreation

Competition Results (Form C4)

Club Sport: ________________________________________________________________________________

Opponent: ________________________________________________________________________________

Location: ________________________________________________________________________________

Date(s) of Competition _______________________________________________________________________

Scores:  (multiple lines for tournament play)
Caltech _________________    Opponent  _________________
Caltech _________________    Opponent  _________________
Caltech _________________    Opponent  _________________
Caltech _________________    Opponent  _________________
Caltech _________________    Opponent  _________________

Tournament?   Yes    No    Name of Tournament: _____________________________________________
Seeding in tournament: _____________  Final Ranking: ________________
Regular season competition?    Yes    No    Playoff competition?      Yes         No
Significant competition?  ______________________________________________________________
  (Example: Biggest rivals, most competitive, other team was all grad students vs. our undergrad roster, etc.)

Team Highlights
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Individual Highlights
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Club contact for more info: ___________________________________________________________________

Email: _________________________________________  Phone: ____________________________________
Form Packet D – Off Campus Competition

Included in Form Packet D
Local League Form
Competition Results
Incident Report
California Institute of Technology
Department of Athletics, Physical Education and Recreation

Competition Results (Form D1)

Club Sport: ________________________________

Opponent: ________________________________

Location: _________________________________

Date(s) of Competition _______________________

Scores:  (multiple lines for tournament play)
Caltech ____________ Opponent ______________
Caltech ____________ Opponent ______________
Caltech ____________ Opponent ______________
Caltech ____________ Opponent ______________

Tournament? Yes    No  Name of Tournament: ________________________________

Seeding in tournament: ___________  Final Ranking: ________________

Regular season competition?    Yes    No  Playoff competition?  Yes         No

Significant competition?  ______________________________________________________________

(Example: Biggest rivals, most competitive, other team was all grad students vs. our undergrad roster, etc.)

Team Highlights
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Individual Highlights
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Club contact for more info: ______________________________________________________________

Email: _________________________________________  Phone: _____________________________
California Institute of Technology
Department of Athletics, Physical Education and Recreation

Incident Report (Form D2)

Date: ______________________  Club Sport: ____________________________________________________

Person involved in incident: __________________________________________________________________

Campus Affiliation: Frosh  Soph  Jr  Sr  Grad  Post Doc  Faculty  Staff  Alumni  JPL  Spouse  Associate

Location of Incident: _________________________________________________________________________

Description of Incident: ______________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Action taken: ______________________________________________________________________________

Incident occurred during:      Practice                  Competition  Other Event

Was Security notified?      Yes       No   Did security arrive at location:      Yes       No

Was person transported to hospital?  Yes      No        Which hospital? ___________________________________

Transported by:    Ambulance    Personal Car     Other ________________________________

Name of Security personnel responding:  ________________________________________________________

Did APER Staff assist you?    Yes     No         Name of APER staff assisting: _________________________________

Name of club member reporting incident: _______________________________________________________

Email: __________________________________________  Cell Phone: ________________________________

**FOR OFFICE USE ONLY**

Follow up notes: ____________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

CST Coordinator: _______________________________  Follow up date: ________________________________
Local League Form (Form D3)

Club Sport Team _______________________________________________________________

Name of Local League _________________________________________________________

Location game are played at ___________________________________________________

Physical Address of game location _____________________________________________

Nights that League is played __________________________________________________

League game times ____________________________________________________________

Most leagues have a predictable schedule. For example, games are scheduled at 7pm, 8pm, and 9pm. Please list the times the league schedules games and submit a league schedule with the CSTs specific game times once available.

Season start date ________________ Season end date ________________

Number of weeks in league season ______________________________________________

Number of season in an academic year ________________

Will the team be taking any specific season off? ________________ Which one? ________________

League fees for team ________________ League fees for individual ________________

Does this league charge any other fees? ________________ How much? ________________

Does the league have a website with standings, results, etc.? ________________

Website Address __________________________________________________________________

League contact name ____________________________________________________________

Contact cell phone number ____________________________________________________

Contact Email Address __________________________________________________________

Club Officer Signature ___________________________ Date ____________
Form Packet F – Other Necessary Forms

Included in Form Packet F
- Annual Report
- Team Goals
- Practice Plan
- First Aid Kit Checklist
Club: ________________________________

Leaders: ________________________________

President: ________________________________
Vice President: ________________________________
Secretary: ________________________________
Treasurer: ________________________________
Advisor: ________________________________
Coach: ________________________________

What was the total club membership? _______ men _______ women

Number of Members by Campus Affiliation: _______ Frosh _______ Soph _______ Jr _______ Sr _______ Grad _______ Post Doc _______ Faculty _______ Staff _______ Alumni _______ JPL _______ Spouse _______ Associate

How much are club dues per person? _______ Year _______ Term

What facilities did the club use?

<table>
<thead>
<tr>
<th>Type of activity?</th>
<th>Regular use?</th>
<th>Part time use?</th>
<th>Facility used?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When and where were practices held?

<table>
<thead>
<tr>
<th>Day</th>
<th>Frequency</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How often did the coach meet with the club?  
Weekly  Monthly  Other

Total coaching sessions during the year ______________

What area of skill did the club make the most progress?__________________________________________

What area of skill does the club see as the biggest area needing improvement at this point?
__________________________________________________________________________________________

**Please attach three different practice plan used during the season by the coach**

When and where did the club meet other than for practice or games (meetings)?

<table>
<thead>
<tr>
<th>Day</th>
<th>Frequency</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List all event dates, times, locations, opponents, and outcomes (home and away).

<table>
<thead>
<tr>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Opponents</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List any noteworthy accomplishments or awards earned by the club (team and individuals):
Summarize the club’s activities this past year:

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Describe how the club was able to meet its goals for this year:

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Briefly state the club’s goals and objectives for the coming year:

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

List recommendations for improving club internal operations:

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

List recommendations for improving APER’s assistance to the club:

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Write a paragraph for the website describing the club:

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________
Club contact for someone who is interested in joining the club next year?

Name ___________________________ Email Address ___________________________ Phone Number ___________________________

Club Approval of this annual report

_____________________________   ____________________
Club Sport President      Date

_____________________________   _____________________
Club Sport Secretary      Date

Department of Athletics, Physical Education, and Recreation acceptance of this annual report

______________________________   _____________________
Club Sport Teams Coordinator     Date
Club Sport Team Goals (Form F2)

**Club Goals**

1. ____________________________________________
   ____________________________________________

2. ____________________________________________
   ____________________________________________

3. ____________________________________________
   ____________________________________________

**Leader Goals**

1. ____________________________________________
   ____________________________________________

2. ____________________________________________
   ____________________________________________

3. ____________________________________________
   ____________________________________________
Practice Plan (Form F3)

Date: _________________  Time: _________________  Location: ________________________

Emphasis of the Day: _______________________________________________________________

Emphasis of the Week: _____________________________________________________________

Thought for the Day: _____________________________________________________________

Pre-practice:

Practice:

Post-practice:
## California Institute of Technology
### Department of Athletics, Physical Education and Recreation

**First Aid Kit Checklist (Form F4)**

<table>
<thead>
<tr>
<th>Count</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>White Athletic Tape 1 ½ inch</td>
</tr>
<tr>
<td>2</td>
<td>White Athletic Tape 1 inch</td>
</tr>
<tr>
<td>2</td>
<td>Pre Wrap</td>
</tr>
<tr>
<td>2</td>
<td>Adhesive Stretch Tape 2 inch</td>
</tr>
<tr>
<td>20</td>
<td>1 x 3 Strip Bandaids</td>
</tr>
<tr>
<td>10</td>
<td>Knuckle Bandaids</td>
</tr>
<tr>
<td>10</td>
<td>4-Wing Bandaids</td>
</tr>
<tr>
<td>20</td>
<td>Sterile Gauze 3 x 3</td>
</tr>
<tr>
<td>1</td>
<td>Hydrogen Peroxide 8 oz bottle</td>
</tr>
<tr>
<td>1</td>
<td>Eye/Wound Wash (saline) 4 oz bottle</td>
</tr>
<tr>
<td>10</td>
<td>Latex Free Exam Gloves</td>
</tr>
<tr>
<td>1</td>
<td>Biohazard Refuse Bag</td>
</tr>
<tr>
<td>1</td>
<td>Lister Bandage Scissors 4.5” Blunt tip</td>
</tr>
<tr>
<td>5 or 2</td>
<td>Ice Bags and/or Instant Cold Packs</td>
</tr>
<tr>
<td>10</td>
<td>Triple Antibiotic Ointment-Individual dose packets</td>
</tr>
<tr>
<td>1</td>
<td>Hand Antiseptic Bottle</td>
</tr>
<tr>
<td>5</td>
<td>Sting/Bite Relief Wipes</td>
</tr>
<tr>
<td>1</td>
<td>3” Ace Bandage</td>
</tr>
<tr>
<td>1</td>
<td>6” Ace Bandage</td>
</tr>
<tr>
<td>2</td>
<td>Triangular Bandage</td>
</tr>
<tr>
<td>1</td>
<td>Small Pocket Mirror</td>
</tr>
<tr>
<td>1</td>
<td>CPR pocket mask</td>
</tr>
</tbody>
</table>
## Club Sport Teams Checklist

### Club Registration Forms
- CST Registration Form
- Roster Form
- Competition Schedule
- Coach Application
- Equipment Inventory and Storage
- Name and Uniform Approval
- CPR/AED/First Aid Certification
- Facility Request Submitted

### Individual Member Forms
- Individual Member Information
- Consent, Waiver, Assumption of Risk
- Driver License Copy Attached
- Insurance Card Copy Attached

### Coach/Instructor
- Coaching Application Submitted
- Application Approved
- CSC Meeting Complete

### On Campus Competition
- Competition Contract
- Officials Contract
- Incident Report
- Competition Results

### Off Campus Competition
- Competition Contract
- Travel Form
- Vehicle Roster
- Local League Form
- Competition Results
- Incident Report

### New Term Updates
- Roster form
- Competition Schedule
- Facility Request