

Idaho State University Campus Recreation  
SPORT CLUBS PROGRAM

**Safety Officer  
Acknowledgment of Risk and Assumption of Responsibility**

*(do not copy on 2 pages, copy front and back only)*

This affirmation and acknowledgment was executed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at City of \_\_\_\_\_, State of \_\_\_\_\_, by \_\_\_\_\_ (Safety Officer) in favor of Idaho State University (ISU).  
(Please print name)

The Safety Officer wishes to participate in the \_\_\_\_\_ Sport Club (official name of Sport Club) sponsored by ISU and the Sport Clubs Program (SCP). In consideration for the privilege of participating in this program, the Safety Officer agrees to the following:

As a Safety Officer for a Sport Club it is your responsibility to inform the membership of the policies concerning risk management, liability and expected behavior while representing ISU. This is an important function of your role as a Safety Officer. Some additional points you should discuss are: principles of conditioning, personal safety, equipment checks, facility checks, sport rules and regulations, national governing body standards and guidelines, educational opportunities, and ethical and moral behavior.

As a Safety Officer you are an integral part of the club. You are the resource on policies and procedures for your club, especially those related to risk management. You have a duty to ensure that your club and its members are following established safety procedures and guidelines. Only through your dedicated effort can your club function within the guidelines established by the University.

The Safety Officer has many responsibilities. The most common responsibilities are as follows: read and understand the Campus Recreation Policies and Procedures for Sport Clubs Program; understand, comply, and enforce all risk management policies and procedures; develop and employ safety procedures; attend games and practices; report injuries to Public Safety and the Assistant Director of Campus Recreation for Sport Clubs; fill out *Incident and Accident Forms* and turn them into the Assistant Director as soon as possible.

**Liability Statement**

The State of Idaho maintains a general liability insurance program, with a maximum limit of \$500,000 per occurrence. The liability insurance program covers institutions and employees within the state. The insurance covers proven negligence by state institutions and/or their employees performing work within the course and scope of the employee's job. This includes Advisors, who are state employees, as long as they are in good standing with the University and are performing duties within the scope of being an advisor.

ISU, through the State Office of Insurance Management, provides eligible Registered Student Organizations with liability coverage for events and activities that meet specified criteria. Criteria for eligible groups and eligible events or activities are identified below.

- I. Criteria for Eligible Registered Student Organizations (RSOs)
  - a. RSOs with direct ties to an academic department or discipline are eligible, provided they have an active faculty/staff Advisor.
  - b. RSOs and line-item funded groups that are members in good standing of the SCP are eligible, providing that they have an active faculty/staff Advisor.
  - c. Academic and service related honor societies are eligible, providing that they have an active faculty/staff Advisor.
  - d. Cultural RSOs are eligible, providing that they have an active faculty/staff Advisor.
  - e. Other RSOs are eligible, but must apply for coverage of specific events. Eligibility is contingent upon the group having an active faculty/staff Advisor. Criteria will also include adequacy of planning, reasonableness or risk, nature of oversight or security, educational or cultural value of the event, and past safety record of the applicant organization. Review will be conducted by the SCP Recognition Committee, with appeal to the Dean of Student Affairs or designee.
  - f. Social fraternities and sororities, whether national or local, are not eligible.
- II. Criteria for a Qualifying Event
  - a. Qualifying events or activities must not involve alcohol sales, or alcohol given away, either in advertising or as part of the planned activities. The presence of a third part vendor does not waive this requirement.

Idaho State University Campus Recreation  
SPORT CLUBS PROGRAM

- b. Events that entail high-risk physical activities must be approved through the Assistant Director. Two weeks advanced notice is required for approval.
- c. Events not sanctioned by a RSO, or recognized by an official institutional body at a hosting college or university are not eligible, whether the event is held at ISU or another institution.
- d. Events that require or encourage behaviors that are in violation of the ISU Student Code of Conduct are not eligible.

Decisions regarding eligibility of student groups will follow the same procedure as the appeal in #5-review by the Sport Clubs Program Recognition Committee, with appeal to the Dean of Student Affairs or designee. It is important to recognize that individuals, RSOs, Clubs, Student Government, Program Board, and Sport Clubs can be sued for negligence. If found to be negligent, individuals and groups may be held accountable and personally liable for damages.

In addition to group or personal liability insurance, medical insurance should also be considered. Unless negligence is proven by another party in the case of an injury, each participant is held responsible for the cost of his/her medical care. It is recommended that each participant have personal medical insurance or is included on their parent's or spouse's insurance coverage.

Each club is responsible for notifying the Department of Campus Recreation within 24 hours of any claim made against a club, advisor, coach, or club member as a result of performing club duties. This information will be forwarded to the University attorney.

**It is vital to inform Sport Clubs participants that they understand they participate at their own risk.** Personal health insurance is strongly recommended. A health statement including a list of health concerns, prior injuries, insurance information, and emergency contacts should be collected from each participant prior to their participation. Each Sport Clubs national governing body safety guidelines should be followed at all times.

**Travel Policy**

State vehicles and their passengers on official business are covered by state insurance. Students using their own vehicles to travel to sanctioned events must have adequate liability coverage. State insurance will not apply. Adequate is defined as coverage that meets minimum state requirements. Prior to leaving for an event, the club must:

- 1. Completely fill out the *Travel Authorization* form and return it to the Assistant Director at least two (2) days prior to leaving for the event.
- 2. Submit copies of driver's license, insurance, and registration if driving your own vehicle to the Assistant Director at least two (2) days prior to leaving for the event.

**Guidelines for Alcohol Use and Sport Clubs**

The ISU Student Code of Conduct states "possession or consumption of alcohol is prohibited on University property." Alcoholic beverages may not be transported or consumed in state vehicles.

ISU Sport Clubs activities held off-campus may not advertise alcoholic beverages as part of the event. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate license and permits, is prohibited. If a Sport Clubs event is held at an establishment where alcoholic beverages are sold, event organizers must realize the increased risk of accidents due to alcohol use and the potential liability for the organization.

**Laws and Regulations**

All organizations must abide by federal, state, and local laws, as well as University regulations (see Campus Recreation Policies and Procedures for Sport Clubs Program, ISU Student Handbook, Sport Clubs Council Constitution, and/or any Campus Recreation or ISU rules and regulations).

**Individuals or organizations that fail to meet the expectations outlined above may be subject to student disciplinary proceedings or administrative sanctions.**

Agreed to by

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)