



# ROME CITY

## ACADEMIC HANDBOOK

The guidelines were designed to provide important information and an overview of various aspects to the students of Rome City Institute. It outlines some of the policies and procedures that the Institute expects their students to follow. Rome City Institute reserves the right to amend or modify the guidelines as necessary.

*Please refer to this document if you have any questions about policy and procedures. If you cannot find what you are looking for, please refer to the appropriate Program employees.*

For any issue mentioned in this handbook, please contact the Academic Office at [academics@collegelifeitalia.com](mailto:academics@collegelifeitalia.com)

### Rome City Academic Office

Academic Director	Paolo Scoppola	pscoppola@collegelifeitalia.com	
Associate Academic Director	Jennifer Manca	jmanca@collegelifeitalia.com	+39339289398 1



## **Rome City Institute Mission Statement**

### **1. Master's Program Mission Statement:**

The Master's Program is designed to prepare the students to live and work within the sport industry by cultivating the learning environment with experienced professors and by providing experience to the learner. The program brings students from around the world to create a diverse student body that stimulates learning with different styles of comprehension. The program establishes a multicultural approach by intertwining American and Italian interdisciplinary and student-centered learning.

### **2. Undergraduate Program Mission Statement:**

The Undergraduate Program is devised to introduce the student to an Italian styled education system by partnering with [Link Campus University](#). With this partnership, the student will obtain their Bachelor's degree while emerging into a mixed learning environment with Italian professors and Link Campus students. This allows the student to be immersed into Italian culture while promoting intellectual growth through new learning styles. Though Link is an Italian school the programs offered to Rome City students will be English taught.

### **3. Gap Year Program Mission Statement:**

The Gap Year Program is formulated to adapt the student into a higher educational environment to prepare them for college in the future; but also provides a lighter course plan for students who are taking a semester or year away from university. While this program promotes students to plant a foundation for future learning, it stimulates time for personal growth and appreciation of cultural diversity by integrating the student into an international environment.

## **Rome City Institute Goals and Core Values**

**Goal 1:** To create a student-centered environment that encompasses perspectives and enables communication across cultures through the curriculum, faculty, and diverse student population.

**Goal 2:** To bring a unique professional academic program, taught by a qualified faculty that incorporates real life experience which supports student learning.

**Goal 3:** To use the surroundings and history of Italy and Europe as cultural, social and experiential opportunities to broaden the students' experience.

**Goal 4:** To foster an institute of assessment that strives to develop continuous improvement in all program areas, which include the academics, athletics, and student life resources.



## Programs

Rome City Institute provides four program options. The options are:

- a. Master Program:** is a full-time enrollment option that provides the student with a Master's degree in Sport Management and Coaching. To be eligible for the program the student needs to fall within these requirements:
  - i. Bachelor's degree or at least 96 college credit hours;
  - ii. Minimum GPA of 2.5  
(if slightly lower, additional documentation will be required);
  - iii. At least 3 years of experience as a player, coach or sports related positions;
  - iv. English proficiency (non-english speaker) TOEFL iBT 79, IELTS 6.5, Duolingo 105.
- b. Undergraduate Program:** the undergrad program is partnered with Link Campus University and is a three-year program. The students' who apply for the undergrad program have the option to either study: International Business Administration or Innovative Technologies for Digital Communication. More information regarding the two areas of study and Link Campus itself can be found on the [Link Campus University](#) website. The requirements for the undergraduate program are based on Link Campus University needs and are:
  - i. High School Diploma;
  - ii. Minimum GPA of 2.5  
(if slightly lower, additional documentation will be required);
  - iii. English proficiency (non-english speaker) TOEFL iBT 79, IELTS 6.5, Duolingo 105.
- c. Gap Year Program:** is a part-time program that consists of two courses. The classes the student will take part in are Sports Methodology and Italian. The students who usually enroll for the Gap Year program are students who want to take time away from college or who have just graduated High School but he/she does not want to go straight into college.
- d. Gap Semester Program:** follows the same format as the gap year program but the student will only attend Rome City Institute for one semester.

Additional information about each program can also be found on the [Rome City Institute](#) website, or by contacting the academic department ([adcademics@collegelifeitalia.com](mailto:adcademics@collegelifeitalia.com)).

## Classter

Classter is the student database Rome City Institute uses for all informational material (i.e. grades, finances, housing, etc.). The site can only be entered into when given the credentials from the Academic Director. This goes for both students and employees. The portal can be accessed through Classter's website (<https://www.classter.com/>) or through the Classter App. Any last-minute communications regarding academics will be delivered through the Classter App. The students of Rome City Institute are required to download the app on their mobile phones and allow for notifications.



### **Student Appeals of Grades**

If the student feels that he/she has received unfair treatment in regards to their academic performance the student may make an appeal to the academic department. Such appeals concern course grades, examination policy, and other means of academic evaluations. The student will defend their side in front of an Academic committee and the committee will decide without bias if any human or computer error has been made regarding the topic of concern. All appeals to the committee should be submitted in writing to the Academic Affairs office no more than 14 days after the grade in question has been issued.

### **Student Academic Integrity**

Here at Rome City Institute the students are held to the highest standard and he/she's integrity is fundamental to the academic enterprise. The integrity of the student is violated by such acts as sharing or creating assignments for others; using any type of notes or crib sheets during examinations; duplicating the work of others and submitting it as one's own; borrowing or purchasing assignments; and otherwise misappropriating the knowledge of others. These acts are both dishonest and deceptive: the work submitted is not the work of the person whose name it bears. In consequence, the sources from which one derives one's ideas, statements, terms, and facts, including internet sources, must be acknowledged in the appropriate form. If the student neglects to do so, intentionally or unintentionally, constitutes plagiarism.

- 1. Plagiarism:** A student who submits a paper written by another student, has purchased the paper submitted, or has downloaded the paper from the internet - can only be construed as intentional plagiarism. This also includes writing a paper for someone else. If a student conducts such an act the instance will be immediately reported to the Dean of Academics. The instance will also be entered on the student's record. A second instance will result in suspension or permanent expulsion from Rome City Institute.

Regarding consequences within the classroom, the instructor will have the option of failing the student(s) involved.

- 2. The Improper Use of Sources:** Students who improperly or fail to acknowledge sources fully and specifically may be construed as intentional or unintentional plagiarism. In such instances the instructor is given the freedom to determine the seriousness of the offense and the penalty. Such instances will also be reported to the Dean of Academics and entered on the student's record. A second instance may result in suspension or permanent expulsion from Rome City Institute.
- 3. Cheating on Examinations:** Cheating on examinations in any form whatsoever - using concealed notes or crib sheets, getting help from another student, or giving help to another student - is a serious offense against academic honesty. The instructor has latitude in determining the grade on the examination and the grade for the course: the grade for the examination may be zero, the grade for the course F.

Such instances will be reported to the Dean and will be entered on the student's record. A second instance will result in suspension or permanent expulsion from Rome City Institute.

In all these instances students have the option of an appeal to the Academic Committee.

### **Student attendance policy**



All students are expected to attend classes in person and engage fully in learning activities, such as lectures, assessments, insight lessons and other activities which are provided to support progress on his/her program. Consistent proactive engagement during class enables the student to succeed and develop. When attendance is inconsistent and engagement is low, the student can be at risk academically.

The student is required to communicate to the Academic department and professor(s) if he/she will be absent for a number of days or a period of time. Together the student and Academic department should make arrangements to ensure that the student is able to engage appropriately in his/her studies for the duration of his/her absence from class.

### **Participation and Attendance Records**

Academic staff are responsible for recording and monitoring attendance. The attendance records include participation and are there to provide evidence that the student is present and progressing within his/her discipline.

The student(s) are expected to attend all scheduled classes and a minimum of 70% of a course attendance is required to pass. It is the professor's responsibility to record attendance and engagement for each lesson. All relevant evidence will be kept in his/her student file. The file includes any relevant emails between the Academic Department and the student in regards to attendance, medical evidence, and other pertinent correspondence.

### **Procedures Regarding Poor Attendance**

The Academic department will regularly review attendance and mark students who have any repeated student absences for each individual class. If absences become too common during each week the Academic department will intervene and contact the student. After the initial contact, if the absences continue, a meeting will be created with the student to understand why he/she is missing class.

### **Authorized Absences**

There are certain categories of absence that will automatically be accepted and they are:

1. Documented medical reason;
2. Permit to stay;
3. Documented competition with national or club teams;
4. Authorized by school officials.

Note that, excessive absences (excused OR unexcused) can result in failure of the course. While students are expected in class even if they are late, the tardiness will be noted.

### **Policies and Rules**

1. During seven-week courses, meeting once a week, only one absence is permitted.
2. During fourteen-week courses, meeting once a week, only three absences are permitted
3. During fourteen-week courses, meeting twice a week, only four absences are permitted.



4. If a student has more unexcused absences than allowed, the final grade will be lowered by 10 points each unexcused absence and eventually he/she will fail the class.

Rome City Institute is continually seeking to improve the services and support for the students, as well to ensure attendance requirements are made clear to students.

### **Academic Support**

During FALL/SPRING semesters, when help is needed the students at Rome City Institute can:

- Email the Academic Department at [academics@collegelifeitalia.com](mailto:academics@collegelifeitalia.com);
- Stop by the Academic Office;
- Schedule meetings with respective professor(s), within reason.

### **Rome City Institute Email/Network Accounts**

Rome City Institute Email accounts are created for all students. The student will be notified from the Academic Department when his/her account has been generated. The email account is hosted by Webmail and can be accessed using the following link: <https://webmail.romecity.com/>. The student is responsible to check this email regularly because communication regarding any academic or athletic information will only be sent to the student email and not his/her private address.

When the student is no longer with Rome City Institute the email account will be closed.

### **Communication**

Rome City Institute communicates with its students through Rome City Institute Email accounts as well as Classter push up notifications. All students are required to enter their email accounts daily as well as allow Classter app notification on their phones.

### **Virtual Class**

Rome City Institute creates a virtual classroom for all classes via Zoom. After each class has taken place a recording of the lesson will be posted on the student portal: Classter. Students are required to attend all classes in person. Only if given permission by an academic official, can the student follow a class through Zoom.

### **Learning Accommodations**

Rome City Institute does not discriminate based on differing abilities and is committed to providing all students with a high-quality educational experience.

Possible accommodations at Rome City Institute may include:

1. Extended time for papers, projects, or exams
2. Neutral testing environment



3. Testing with limited distractions
4. Taped lectures (with appropriate permission)

If accommodations that are not listed above are needed, the student must communicate with the academic program and accommodations can be arranged within reason. It is ultimately student's responsibility to arrange the accommodations with his/her Professor(s) in advance. The Dean of Student Life can provide some assistance if need be.

### **Personnel Files**

Each student has a personal academic file and it is kept in the Office of the Dean of Academic Affairs. The file normally contains student evaluations, academic progress, health documents. A student may ask for items to be added to his/her file to document and all records must be kept current.

### **Privacy**

Rome City Institute is committed to the full respect of privacy of all students.

Rome City Institute thrives with its international perspective and cross-cultural content. The Institute encourages diversity among the student population and respect for, and sensitivity to, all members of the community is a prerequisite for a harmonious and productive campus. Rome City Institute does not discriminate in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, national origin, political affiliation, race, religion, gender or sexual orientation. All applicants are recruited on the basis of personal merit.

### **Confidentiality of Student Educational Records**

The Academic Office maintains all student records relevant to their educational process as well as any personally identifiable information. Written consent from the student must happen before and information can be disclosed to individuals.

These records are maintained in accordance with both USA and Italian applicable laws and regulations.

- I. The USA law is known as Family Educational Rights and Privacy Act – FERPA
- II. The applicable Italian law is known as Decreto Legislativo 30 giugno 2003 n.196 – Codice in Materia di Protezione dei Dati Personali

### **Campus Behavior**

1. **Alcohol:** While on school grounds the Institute does not permit students to use, possess, or distribute any alcoholic products. If such actions occur the Institute may discipline a student for violating the alcohol policy and if the violation continues the student could be suspended from program activities or expelled from the Institute. The only time that Rome City Institute allows for alcohol to be served is at appropriate Institute sponsored supervised events.
2. **Breach of peace:** A breach of peace is broken when actions from the student disrupts the peace or endangers another person. Link Campus University has generously allowed Rome City Institute to be a part of their campus life, so while on campus, students of the Institute must respect all Institute



policies that have been put in place to establish a well-rounded environment for their faculty and students. Any misconduct from the student(s) will be sanctioned to disciplinary actions brought on by the Dean of Academics.

3. **Dress Regulations:** Rome City Institute expects the students to respect the public setting of the campus and classroom environment and dress appropriately. The dress code is in violation when outfits disrupt the academic process or peace of other students. The instructor or another member of Rome City Institute may determine if the dress wear is proper for the occasion.
4. **Weapons Policy:** There is a zero tolerance for weapons on Rome City Institute campus. It is forbidden to store or possess any firearms, but not limited to sporting/hunting equipment. Other weapons may include: knives, fireworks, metallic knuckles, or shock weapons. The weapons all listed above are displayed for the purpose of providing examples to the students. Rome City Institute classifies a “weapon” as an item that is used in a way to intermediate, cause, or attempt to inflict harm to another. If the weapons policy is broken, the student will be immediately disciplined by the Dean of Academics and President of Rome City Institute. The severity of the disciplinary actions could be expulsion.
5. **Harassment:** All forms of harassment (i.e. Discriminatory, Sexual, Cyber...) are not tolerated here at Rome City Institute. It does not matter the location, if anything comes to light regarding these actions happening the student(s) will be penalized. Rome City Institute is committed to maintaining a supportive learning environment in which all students are treated with respect and dignity. Rome City Institute adheres to Title IX provisions of the U.S. Department of Education with regard to harassment and sexual harassment.

More detailed information regarding Title IX can be found here: [Title IX](#).

**Reporting Health Concerns:** Students that are experiencing any COVID related symptoms or believe that he/she has been exposed to COVID need to call immediately [Dr. Guerriero: \(+393204065709\)](tel:+393204065709) and send an email to [Cristiana Pedullà: cpedulla@romecityinstitute.com](mailto:cpedulla@romecityinstitute.com). From there, both Dr. Guerriero and Cristiana will advise the student what to do next: Individuals who test positive in Italy will need to self-isolate between 7-21 days

If the student does not comply with the procedures, he/she will be denied access to campus and any program activities.



# ROME CITY

## STUDENT LIFE HANDBOOK

For any issue mentioned in this handbook, please contact the Student Life Office at [studentlife@collegelifeitalia.com](mailto:studentlife@collegelifeitalia.com)



### Rome City Student Life Office

Student Life Associate Director	Richard Demuro		rdemuro@romecityinstitute.com
Housing Manager	Claudio Ciferri		cciferri@collegelifeitalia.com
Assistant Housing Manager	Daniel Arreguin		jarreguin@collegelifeitalia.com

### EMBASSIES, PERMIT TO STAY AND SAFETY INFORMATION

#### Embassies

The Embassy of the United States of America is located on Via Veneto 119. The telephone number is 06 46 741. To renew or issue a U.S. passport, you must consult the American Embassy of Rome's Internet site to determine the current procedures. The website ([www.usembassy.it](http://www.usembassy.it)) is an excellent resource and information site for American citizens living in Italy.

You should be aware that the U.S. Embassy makes periodic announcements regarding the safety of American citizens abroad. The Bureau of Consular Affairs posts periodic travel warnings on their website as well. You should check the U.S. State Department website for information on any travel warnings or advisories.

For non-U.S. citizens, almost every nation maintains diplomatic and consular offices in Rome. In order to find your embassy in Rome, you can consult the Foreign Ministry website [www.esteri.it](http://www.esteri.it).

### STUDENT VISA AND PERMIT TO STAY PROCEDURES

#### Student Visa

All non-European Union students are required by law to obtain a student visa from the Italian Consulate in their home country before departing for Italy. Without a valid student visa students cannot obtain their Permit to Stay.

#### What is a Permesso di Soggiorno? (Permit to Stay)

The Permesso di Soggiorno is a residence permit for foreign nationals and is required for any non-European person that would like to study in Italy for more than 90 days. This "Permit to Stay" allows students to stay in Italy beyond their initial Visa and is issued for anywhere between 6-12 months and must be renewed for students who plan to remain in the country longer than this initial period. This permit is issued by the local police authorities (Questura). Rome City Institute will provide relevant information and assistance to you upon arrival to secure your first permit to stay.

However, it is your responsibility to comply with current stay requirements and secure the applicable documents.

#### Required Documents

To facilitate the process of obtaining the Permit to Stay, you must provide the following:



- 1 photocopy of your photo ID in the passport and the Italian Visa as presented in the passport
- 1 photocopy of health insurance (see chapter below)
- 1 photocopy of the Master/ Gap Year/ Undergraduate program enrollment letter stamped by the Italian Consulate.

Please bring these items with you during Arrivals Week for your meeting with Rome City Institute Consultant.

The permit to stay process is regulatory in nature and the applicable rules change frequently.

### **Italian Declaration of Presence (Summer students)**

All NON-EU Citizens who are staying in Italy for less than 90 days are legally required to apply for the Declaration of Presence within eight (8) business days of arrival in Italy.

### **European Union Citizens**

European Union citizens do not have to apply for a permit to stay. All EU students who plan to study in Italy for more than three months are instead required to provide the Registry Office (Ufficio Anagrafe) with the reason for their stay in Italy and with their local address. To carry out this official registration you will need the following documents:

- A valid European Union ID/Passport (bring a photocopy with you also)
- A copy of the health insurance. As an EU citizen you should have received from your National Health Service an Insurance Card that entitles you to medical and hospital assistance throughout the European Union. Make sure you bring it with you to Italy
- A bank statement or other document that demonstrates that you have the financial means to support yourself
- A copy of the Master enrollment letter

## **HEALTH INSURANCE**

Medical insurance will only be accepted if the Italian Consulate issuing the visa attaches a cover letter in Italian stating the conditions of the policy and indicating that there are no restrictions. Health insurance that complies with the applicable standards can be purchased through Rome City Institute. This insurance is a pre-requisite to receiving a student visa and entitles you to emergency health care in public hospitals. Students may wish to obtain additional private health insurance to cover non-emergency health care, dental care, mental health care, health care outside the EU, treatment at private hospitals and clinics. Students should be advised that typically these policies operate by reimbursement of eligible medical expenses incurred.

### **Traveling**

If you wish to travel outside of the E.U. (European Union) area during the semester, you should obtain a multiple entry visa from the Italian Consulate before your arrival in Italy. Students with a single entry visa may experience problems when returning to Italy from non-EU countries. If you plan on traveling outside of Italy you are advised to consult the appropriate consulate (for travel to Spain, the Spanish consulate etc.) for detailed information on visa requirements or other necessary travel documents.

## **STUDENT SAFETY**



Italy has a low rate of violent crime, little of which is directed toward foreigners or tourists. However, some travelers have been victims of crime. We suggest that you carefully read the safety advice on the next page.

Petty crimes such as pick pocketing, theft from parked cars, and purse snatching often occur, especially in large cities. Most reported thefts happen in crowded tourist sites, on public buses or trains, or at the major railway stations, Rome's Termini, Milan's Centrale, Florence's Santa Maria Novella, and Naples' Centrale and Piazza Garibaldi. For safety in your apartment, please check the housing section of this Handbook.

## LOST ITEMS

If you are a victim of a crime or a theft, the first thing to do is to file a police report. To report stolen items or crimes, you can go to any Carabinieri or Polizia station. You can also file a report online by using Denuncia vi@ web at [www.carabinieri.it](http://www.carabinieri.it) or [www.poliziadistato.it](http://www.poliziadistato.it). The Italian law enforcement is divided into two general categories: Polizia and Carabinieri. Polizia are the state police force and Carabinieri are Italy's national military police. Both Polizia and Carabinieri can be approached for general crime, such as theft or assault. There are also organizations, which provide counseling, medical, and legal assistance to certain crime victims.

In your police report (denuncia) you are asked for a listing of the stolen items. This report can be used for insurance claims and to obtain passport replacement. Filing a police report is your personal responsibility. You should take your passport and any other identification you possess with you when you file the report.

### Lost Passports

U.S. citizens can apply for a new passport at the American Embassy. The passport office is located at Via Boncompagni 2 and is open Monday through Friday, 8:30am–12:30pm. You should call the Embassy Passport Office to request an appointment. In emergency situations, outside of normal service hours and on weekends and holidays please call 06 46741 and ask for the Embassy Duty Officer. Note that passports cannot be issued after hours or on weekends or holidays. Only emergency passports are ready for pickup the same day.

## STUDENT SAFETY ADVICE

In Italy, the police may require that you identify yourself. Therefore, it is essential that you carry a photocopy of your passport with you at all times. In extreme cases, the police can arrest and hold an unidentified person until that person is positively identified. Please read through the following advice on personal safety and keep it in mind at all times.

### Personal safety

- Don't leave your personal belongings unattended or with strangers
- Be especially aware of your belongings in crowded places like public transportation and on night trains
- Be especially aware of your belongings in moments of sudden distraction
- If you choose to drink, do so moderately
- Don't leave your drinks at bars unattended
- Use the "buddy system" – always have a sober friend with you
- Don't leave your apartment doors or windows unlocked
- Avoid going out on your own during night time, especially walking in parks or desolate areas



- Do not invite strangers to your apartment or enter the apartment of a stranger
- Do not accept drinks or rides from strangers
- Be wary of anyone excessively generous and/or friendly; never ignore your natural instinct to avoid someone who makes you feel uneasy
- Always carry a cell phone and/or a phone card with you
- Use the “buddy system” for going to isolated and out-of-the-way places such as bathrooms, which are often found in the basements of bars, restaurants, etc.
- Keep your wallet/purse/backpack on you or within your sight.

### **Travel safety**

- While traveling, keep your money and documents in two different places
- Avoid traveling by yourself, especially in empty train cars
- Always leave your complete travel plans with someone you trust
- Check periodically the US Embassy website ([www.usembassy.it](http://www.usembassy.it)) for travel warnings and alerts
- Join the US Smart Travelers Enrolment Program (STEP) at <https://step.state.gov/step/>

In case of any emergency (fire, ambulance, crime) you must call 112, the national emergency number. The emergency number can be called free of charge from public telephones and cell phones.

### **Culture shock**

Adjusting to a new culture is not always easy. Living away from family and friends, language barriers and different habits of the new culture may make life seem stressful and difficult. Going through a period of culture shock – feeling lost, nervous and sad – is normal and can be quite easily tackled by taking steps in adjusting to the new culture. Here are some strategies to help combat the stress produced by culture shock.

- Be patient. Living abroad, changing cultures and adapting to new situations takes time. Do not rush things and allow yourself to feel sad about the things that you have left behind: your family, your friends, etc. Recognize the sorrow of leaving your home country, but learn to accept the new culture you are in. Focus your power on getting through the transition.
- Maintain contact with the new culture and try to learn the language. Volunteer in community activities that allow you to practice the language that you are learning. This will help you fill your time, feel useful and stress less about the language at the same time.
- Maintain confidence in yourself. Follow your ambitions and continue your plans for the future. Learn to be constructive and find ways to live with the things that do not satisfy you 100%. If you encounter an unfavorable environment, learn from it, but at the same time be easy on yourself. Everything – including yourself – cannot, will not and does not have to be perfect.
- Maintain contact with your own ethnic group. Pay attention to relationships with your family and at work. They will serve as support for you in difficult times. This will give you a feeling of belonging and will reduce your feelings of loneliness and alienation. Do not forget the good things you already have!
- Develop a hobby. Relaxation and meditation are proven to be very positive for people who are passing through periods of stress. Learn to include a regular form of physical activity in your routine to help combat the sadness and loneliness in a constructive manner. Exercise, swim or take an aerobics class.
- Establish simple goals and evaluate your progress as time passes.



## HEALTH SERVICES

### Pharmacies

In Rome and throughout Italy, pharmacies are marked with a red or green neon cross sign. They are open generally from 8:30am to 1:00pm and then from 4:00pm from 7:30pm. There is a rotation system for nights and holidays and each pharmacy lists the closest open pharmacy. In Italian pharmacies you can find over-the-counter medicine for minor illnesses like colds and pain. The inventory is generally limited to pharmaceutical and personal hygiene products.

The International Pharmacy, located in Piazza Barberini, has English- speaking pharmacists at 06 4825 456. There are 24-hour pharmacies located for example at the main train station of Termini, in Piazza Risorgimento 44 and Via Nazionale 228.

### Public Hospitals

If you require emergency medical attention, all public hospitals have a first aid or an emergency room (pronto soccorso). If there is an emergency and you need immediate help, you should dial 118 for ambulance assistance. In an emergency, an ambulance will take the patient to the closest emergency room and, if hospitalization is necessary, the patient will be placed in the hospital best suited to treat the particular illness or injury. Students who are not Italian citizens but have an Italian insurance policy are covered for emergency treatment in state-run hospitals; non-emergency visits will incur fees which need to be paid at the time of the visit. There are several public hospitals with first aid/emergency facilities in Rome. Emergency rooms will code you as red, yellow, green or white - basically, emergency to be seen immediately, urgent to be seen soon, needs to be seen but if & when can be fit in, or no need to be here. The closest Public Hospital to the campus is:

***Ospedale Agostino Gemelli, via della Pineta Sacchetti, 217, 00168 Roma RM***  
*Phone: 06 30151*

### Private clinics and international hospitals

If you wish to be treated in a private clinic or an international hospital, you are responsible for payment. Consult your own private insurance for reimbursement policies.

The closest Private Hospital to the campus is:

***Salvator Mundi International Hospital, Viale delle Mura Gianicolensi 67.***  
*Phone: 06 588 961/800 40 23 23*

### Medical Home Services

It is also possible to have a doctor come and visit you at home. A 24-hour English speaking home medical service, MED in ACTION is available at 320 4065709. A visit will cost €150. Students with CISI insurance, do not need to make payment; for all other insurances, payment depends on personal insurance plan. The doctor will provide a receipt to submit to the insurance in order to be reimbursed.

### e-) Dental care

Dental care is normally not included in health insurance policies. Below are numbers for English speaking dentists.

DENTIST	ADDRESS	PHONE
InLaser	Piazza F. Cucchi 3	065815190
Dr. Fabrizio Santilli	Largo Giuseppe Cocchi 12	06 58320953



Dr. Flavia Acquarone	Via Carlo Tivolacci 5	06 5812185
Dental Services	Circonvallazione Gianicolense 168	06 58204738

#### **f-) Counseling services**

With respect to mental health emergencies such as suicide or severe depression, the public (and private) health system in Italy is very different than in the USA. Any student at risk for need of potential emergency intervention should consult a licensed professional immediately upon arrival in Italy.

Please be aware that medications commonly used in the us for ADHD/ADD treatment are not available in Italy. This includes any type of stimulant medications such AS RITALIN, CONCERTA, ADDERRAL, DEXEDRINE, FOCALINE AND STRATTERA. If you are taking medications for ADHD you should bring enough medications for your entire stay. If this is not possible please discuss this with your psychiatrist in advance in order to avoid having to discontinue the medication once you are in Italy. When arriving in Italy and to avoid problems at the airport(s), you should hand carry the medications with your doctor's note confirming that you are taking the medication and the amount you are carrying. In Italy, both mailing and receiving shipments of stimulants is illegal; shipping these medications from the us to Italy can be charged as a criminal offense.

### **HOUSING INFORMATION & POLICIES**

The apartments used by Rome City Institute are different from college dormitories. As a result, your behavior and demeanor must reflect this difference. As members of a community, you will have responsibilities to the city where you live and to your neighbors. You should strive to enhance the quality of life and safety of the neighborhood you share.

As first impressions are lasting, your arrival is critical in establishing good relations with your new Italian neighbors. Students are strongly advised to adjust to the local time zone as quickly as possible and to be acutely aware of the fact that those living in the neighboring apartments rightfully expect to be able to sleep as well as to live within a peaceful environment.

To help maintain good relations with your neighbors, keep in mind that you are part of a community and your actions affect your neighbors. Although your residency is temporary, recognize that most of your neighbors are living in their primary residence which they own. Please be sensitive to the lifestyle of your neighbors. Most residents enjoy the arrival of American students and you should do your part to foster that relationship. Most residents work full time and many may have families with young children, to keep excessive noise to a minimum at all times.

#### **Housing guidelines**

##### **Apartment**

The apartments are directly managed by Rome City Institute. All contact information for your particular housing unit is posted in your unit along with other pertinent information (quickest route to Link Campus University, your address and phone number, etc.)

Students electing university-facilitated housing are placed in furnished apartments in areas surrounding the university campus. The apartments are located in traditional, well-established neighborhoods. This



housing is well suited for students looking for a "full immersion" cultural experience. While apartments are standardized in terms of basic amenities, they can vary greatly in terms of both proximity to the university and aesthetics. Students must understand that university housing is Italian by nature in every way, including but not limited to its structure, surroundings, utilities and utility providers, furnishings, building maintenance and repairs, neighbors and common rules of good neighbor etiquette.

There is generally only one (or a small number of) student apartment unit(s) per building and neighboring residents are typically middle-class Italian families who own their apartments. Most apartments have 2-3 bedrooms, lounge, kitchen and bathroom. Bedrooms are typically double-occupancy. Each apartment is equipped with basic furnishings and supplies, including one single bed per student, bed linens and towels, a closet/clothing storage space, typical basic Italian cookware and kitchenware, a table and chairs and furnished sitting area. Desks, when available, are to be shared by all occupants. Each student is expected to provide his/her own toilet paper and cleaning products as well as replace light bulbs. Most apartment units are provided with a washing machine.

All apartments are same-sex, non-smoking environments.

Apartments are located in areas of Rome convenient to the university campus. All apartments are either within walking distance or conveniently located to public transit routes relative to the university. Travel times to the university vary but generally range between 15 and 35 minutes. Variances in transit times largely depend on bus frequency and local traffic. Many apartments are directly accessible by one direct bus line, while others require a change. Some apartments are located within walking distance of the university. Detailed travel instructions to/from the university and will be provided upon arrival.

Apartments are not owned by Rome City Institute. Rome City Institute housing manager will assist students with maintenance and other issues that may arise during the occupancy.

## **Housing rules**

### **Behavior**

- The Rome City Institute institutional goal of continuing to foster a community based on open communication and mutual respect applies also to your housing unit, with respect to yourself, your roommates, neighbors and all housing personnel.
- Italian quiet hours laws must be respected.
- Common rules of Italian etiquette must be observed.
- It is prohibited to bring animals, stereos, speakers, televisions, musical instruments, or heaters into the apartment. It is also prohibited to place nails in the walls or to remove furnishings. Tape and "blu-tack" also cause damage and cannot be used on the walls. Candles, incense or any other materials that produce an open flame are not allowed.
- Overnight guests are not permitted.
- All apartments are non-smoking environments.

### **Common Rules of Italian Etiquette**

Because of the architecture and design of Italian buildings (marble and ceramic surfaces, pipes that pass



through the whole building, no wall to wall carpeting, no forced central air creating white noise), noise passes easily between walls and floors, most especially during late night. It is no coincidence that Italian laws set "quiet hours". The following list of common rules of Italian etiquette is based on behaviors Italian neighbors have learned to avoid in order to live happily and peacefully under a common roof and common walls. As Italian apartments are so completely different from what most students are familiar with, your Rome City Institute student housing unit can quickly provide you with your first experience of Italian culture shock; the following should help you make an easier transition.

These expectations from your neighbors are in line with everyday Italian good manners, so do not be alarmed or offended. You will be living alongside normal Italian families with children, the elderly and the employed – people who have normal daily lives to live as well as jobs and schools to get to – again, people whose weekends do not begin until after Friday or even Saturday afternoon.

- The privacy of other residents must be respected at all times.
- By Italian law, making noise is not allowed between 1:00pm and 3:30 pm, nor between 10:00pm and 8:00am (specific hours are set by the administrator of building). Excessive noise on the premises is unacceptable at all times.
- You are expected to behave respectfully and are requested to refrain from appearing in the public areas of the condominium barefoot or scantily dressed. The latter also applies to when service providers come to your unit to clean or provide maintenance or repairs.
- Hard sole or high heel shoes should be worn only when leaving your apartment, and removed upon re-entry, most importantly during quiet hours.
- Avoid cooking, washing dishes, or taking showers in the middle of the night (these activities cause noise which easily reverberates through the building).
- Do not congregate in the common areas of your building, and keep noise to a minimum while in the balconies, stairwells, hallways and elevators. Use the telephone or citofono to call your friends or neighbors; do not converse from or shout out your windows, balconies or doors.
- Never drag furniture across the room; instead, lift furniture off the floor when moving it, and avoid moving furniture altogether during quiet hours.
- Never toss anything from the windows, terraces or balconies, but instead dispose of properly. Make sure anything left on your windowsills or balconies cannot be blown away by strong winds. Take your garbage out daily. Never leave your garbage outside your apartment door, even “to remind yourself” to take it out. Do not allow garbage to accumulate on your terrace.
- Elevators should be closed properly so that others will be able to call it to their own floors. Never hold the elevator if you are not ready to use it. Respect weight limits posted within elevators; brake damage or worse may occur if ignored. Never enter an elevator with a lit cigarette.
- Should you spill or drop something in a common area of your building (including the elevator), clean it up immediately. Never allow your garbage to leak onto the landings, stairs or elevator – should this occur, clean it before your neighbors discover it.
- Never allow anyone you are not expecting, or don’t personally recognize as a neighbor, into your building – apartment safety is a community effort.
- Never buzz or allow your guests to buzz apartments other than your own on the citofono.
- Doors, windows and serrande should always be closed quietly; do not allow them to slam. Secure them against the strong Roman winds.
- The most minimal good manners between Italian neighbors is to always greet each other formally with a buongiorno (before lunch) or buonasera (anytime after lunch). Ciao is a very familiar greeting (familiar as in “I know you very, very well”) and should be used only for your peers and others you know very well, as using it can also be a sign of disrespect. To say goodbye without offending, use



arrivederci.

### **Responsibilities**

- The rental fee includes the expenses for electricity, water, gas, condominium fees and routine maintenance services from 9:00am to 5:30pm, Monday through Friday.
- If students require emergency housing assistance after regular office hours, they should call the emergency number posted at the entrance of every apartment.
- Rome City Institute is responsible for items left in the apartment. Never leave large amounts of cash, traveler's checks, jewelry or other valuables in the apartments. It is also prudent to never leave anything of value out in the open.
- Keys are the exclusive responsibility of the student. If you lose your keys, report the loss immediately to the Student Life Office so that they can provide a new set at a cost of 50 euro. Keys are never to be given to anyone. Keys must be left behind at the end of the semester; apartments with missing keys may have their locks changed at a charge to the departing residents. Instructions will be posted at the end of the semester as to how to properly return your keys.
- It is expected that you take adequate care of furnishings; damage to any item will be charged. Damages must be reported to the agent as soon as they occur or are discovered. Damages are expected to be settled before departure. If they are not, Rome City Institute reserves the right to impose an administrative processing fee in addition to the damage amount already due.
- Notify the superintendent within the first week of occupancy regarding any broken or damaged items in the apartment.
- Unit problems, including but not limited to repairs needed, must be expeditiously reported, directly to the housing Manager.
- Newcomers will inevitably find that things work differently in Italy than what they are used to back home—never force anything (ie, doors, windows, appliances, plugs, etc) as you could easily break something you are unfamiliar with. Pay attention to the things that you use, and never hesitate to ask for help as even things as simple as opening a door or flushing a toilet can be completely new to you.
- Security deposits, when applicable, will be refunded subsequent to vacating the apartment and final inspection.
- If you are evicted from the apartment for any reason, there shall be no refund of unexpended rent because the apartments are contracted on a semester basis.
- All assigned occupants are responsible for what occurs in their units, including for their guests.

### **Visitors**

The right of a student to live in reasonable privacy takes precedence over the right of his/her roommate to entertain guests in a room/apartment. In the practical application of determining when guests should be invited to the unit, common sense and mutual respect should prevail.

All visitors are expected to abide by Rome City Institute rules and regulations. In addition, students are responsible for any activities taking place in their housing that are in violation of Housing rules and regulations or of University policy. Rome City Institute reserves the right to deny violators visitation privileges on a permanent basis.

- Students are obligated to limit the number of visitors to a reasonable number, in compliance with condominium rules and common courtesy.
- Students are allowed to have visitors from 8:00 a.m. through to their condominium association's evening quiet hours, seven days per week.
- Overnight guests are prohibited.



### **Windows and Doors**

- Due to the force of Rome's strong winds, windows may slam shut and break. Therefore, windows and doors must be properly closed/locked at all times.
- Elevator doors must be closed when exiting the elevator or it will not function. Elevators typically have two sets of doors. Each set must be manually and securely closed; as with all doors, do not allow them to slam but instead close the elevator doors carefully.
- Apartment doors should be locked and secured at all times. You are expected to close shutters and windows, ensure that all gas appliances are turned off and securely lock doors when leaving your apartment or going to bed.
- Never force keys to turn as you may break them, or worse, break an expensive locking mechanism. Report any problems with your keys or locks right away.

### **Cleanliness and Hygiene**

- Apartments and rooms must be kept tidy to allow the cleaning staff to work in the apartment and kitchen sinks should be accessible. Cleaning is guaranteed one time per semester.
- Bed linens and towels are provided and you are expected to return them when you are checking out.
- Garbage should be removed daily and placed in the green bins located in the street outside the apartments. Take a tip from the locals and recycle your plastic grocery bags instead of buying garbage bags—they fit small Italian trash bins perfectly and their handles tie conveniently for easy daily removal.

### **Electric Appliances**

- You should carefully read the instructions for the use of the washing machine (if provided). You are responsible for all repair costs resulting from their negligence or misuse. Never force open the door to the washing machine.
- You should be extremely careful with the use of the gas stove in the apartment. Make sure to light the flame immediately and to turn it off carefully after use.
- To prevent damage to the electrical system as well as to your own appliances, check with your housing agent before using any non-European appliance, converter or adaptor.
- Also, to prevent damage to the electrical system as well as to your own appliances, never overload the electrical outlets with multi-outlet power strips.

### **End of Session Housing Checkout: All University Housing**

- All units must be vacated by noon on housing check out date – no exceptions!
- Check well in advance that you have your tickets and passport so that should they be lost, you have time to get them replaced before leaving.
- Leave your unit in broom-clean condition.
- Leave your washer & fridge empty and clean.
- Remove all personal belongings. (Do not remove linens or other items belonging to the agency.)
- Turn off all lights.
- Turn off all faucets tightly.
- Double-check the kitchen to make sure the gas is turned off.
- All kitchen items must be washed and put away; kitchens must be left in clean condition.
- Strip your bed and leave all linens on top of your own bed.
- Leave all the towels in the bathroom.



- Remove all and any trash to your nearest dumpster.
- Close all doors, windows and shutters securely.
- Damage charges will be divided equally amongst all occupants, so if you are responsible for any particular damage, now is the time to make it known to the Office of Student Life. Any outstanding charges will be charged to your financial account.
- Fill out a change of address form at the students Life Office if the address on record has changed since you first registered at Rome City Institute.
- Failure to comply may result in charges to your financial account. Please note that your transcripts will be withheld should your financial account not be in good standing.

### **Helpful Hints for Italian Apartment Living**

#### **Not All Apartments Are the Same**

In Rome, not all apartments are created equal. Although the apartments vary in location, style and size, all of them provide the essentials. Please try to understand this fact and accept it as part of your experience in Rome. Do not immediately compare your apartment with those of other students.

#### **Emergencies and Regular Maintenance**

Rome City Institute has a Housing Manager who is available during normal office hours which you will find posted where you live. If students require emergency housing assistance after regular office hours, they should call the emergency cell phone number; this number is posted at the entrance of every apartment. Please call the emergency numbers only in the case of a true housing emergency.

#### **Conservation in Italy**

Italians, like their fellow Europeans, are great conservationists and are very practical about conserving their resources, especially given the high cost of energy which is many times higher than typical U.S. utility rates. You will find these efforts affect water, electricity, heating fuels, transportation fuels and even space. While you may find it challenging, we hope it becomes one of the many positive lessons you will take home with you.

#### **Heating and Air Conditioning**

Heating in most apartments is controlled by the condominium and is turned on according to the needs of the majority of residents. Although it varies from building to building, this is generally sometime between 5, 6 or 7 am and 9 or 10 am, and again for a few hours before 10 or 11 pm. Heat cannot be on between 11 pm and 5 am. This means that the hours in between heating are what you could call “Roman room temperature”, which is slightly warmer than the temperature outside. Italian law dictates that condominium administered heating must be on twice daily from November 15 until March 15. Severe fines can be imposed by local officials against those found violating the Italian law governing these limits. Wearing warmer winter clothes (ex., wool, fleece, flannel) indoors during winter months is considered normal practice amongst Italians and experienced expats; it is strongly suggested that students adopt this practice for their own comfort.

#### **Electrical Power**

All the apartments in Rome operate with a 3 kilowatt fuse box. This means that an overload of power will leave you in the dark. You should be careful when using American appliances with an adapter; that usually puts an extra load on the power supply. Also be careful of using many appliances simultaneously: the water heater and another appliance (i.e., hair dryer, curling iron, washing machine) will blow the fuse!! Should this happen, your power will be cut off – turn off any electrical appliances and light fixtures you don’t truly need at the moment and check your fuse box to flip your apartment



switch back on. When replacing light bulbs, consider purchasing energy saving bulbs which consume less energy while providing more light and thus will be less likely to help overload your limited electrical supply.

### **Drains**

Just like back home, hair, food and other matter will clog drains. Be careful of what you allow to go down any drain and be conscientious about wiping your sinks, tubs and showers of hair, food, etc. Your kitchen sink will not have a garbage disposal – garbage must go into garbage bags.

### **Toilets**

Toilets may flush in a variety of ways – very rarely, there’s an old-fashioned chain to pull, even more rarely the handle is found on the tank. You might see a stainless steel button located somewhere above the toilet in the wall; a firm push with the ball of your palm is what’s needed here. Other flushers are large plastic white plates above the toilet; these modern devices help conserve water – press the smaller panel for a light flush, the larger for a bit more water, or both at once for the entire water supply in the tank. Just like in the US, if the water runs non-stop, “jiggle” whatever flushing device you have to stop it.

### **Ventilation**

Use the fan or crack a window open to air steam out of the bathroom or kitchen. Failure to do so will result in mold, most especially in your bathroom.

To ensure their homes don’t smell of stale air, Italians regularly open their windows to allow the cross ventilation of fresh air.

### **Washing Machines**

DO NOT force your washing machine open.

European manufacturers supply their appliances to many nations and therefore your washing machine control panel may have symbols instead of Italian wording. Should you have trouble understanding the control panel or simply don’t know how to operate your unit’s washer, contact the Student Life Office for an appointment so that they can demonstrate to you and your roommates.

Loads can generally take up to 2 hours or even longer, so plan ahead, coordinate with your roommates and perhaps consider sharing the loads.

(NB: not all university facilitated housing comes with a washing machine.)

### **Leaving the Apartment (Housing Checkout)**

Rome City Institute cannot arrange to extend your lease or make arrangements to store your luggage after the lease expires. However, the Student Life office is happy to suggest available luggage storage or shipping services. As a semester draws to an end, instructions will be provided concerning housing check-out procedures. Damage charges after semester end will be divided equally amongst all occupants, so if anyone is responsible for any particular damage, make it known to the Housing Office before departure. Any outstanding damage charges will be charged to the appropriate student’s or students’ financial account(s).

### **Legalities**

Illegal drugs are ILLEGAL. As a foreign student, you should be aware that the laws are different and search warrants are not necessary for drugs in Italy. In Italy, the police can require you to identify yourself. Therefore, it is essential that you carry a photocopy of your passport with you at all times. In extreme cases, the police can arrest an unidentified person until that person is positively identified.



It is unlikely that students who themselves and whose roommates follow the Rome City Institute Code of Conduct and Housing Rules and Guidelines will experience problems with their neighbors. However, should your neighbors call the police on your apartment to file a complaint, you should:

- Have your passport and visa available
- Be polite and courteous
- Understand that no search warrant is required under Italian law
- Understand that given current police resources, your situation is unlikely to be viewed sympathetically.

### **Apartment Safety**

In addition to the housing rules, please bear the following in mind: in your apartment, keep your shutters and serrande closed at night and whenever you're not home. Call 112 to report any strange behavior outside your unit.

## **TELEPHONES**

### **Italian sim cards**

Purchasing a SIM card from an Italian cell phone provider can offer significant cost savings. Each cell phone provider has numerous rate packages for voice, messaging, and data, and the offers vary considerably and frequently.

Purchasing a SIM in Italy requires presentation of proper identification, such as a valid passport or European ID card.

Major network operators in Italy are TIM, Vodafone, Wind and 3, which offer a wide choice of voice, messaging and data packages.

### **International phone calls**

You should consider that Rome is 6 hours ahead of U.S. Eastern Standard Time and 9 hours ahead of U.S. Pacific Standard Time. International calls can be made from any telephone booth, either using an Italian card or your own calling/credit card. To place direct international calls, you have to dial the following sequence 00 + country code + area code + local number

Using wireless, students can avoid making direct telephone calls to the US or abroad with Facetime, Skype or WhatsApp calls.

## **MAILING AND SHIPPING**

### **Receiving Letters and packages**

It is important that you have all of your mail addressed to the University address as follows:

*Student's name*  
*c/o Rome City Institute*  
*Link Campus University*  
*Via del Casale di S. Pio V, 44, 00165*  
*Rome, Italy*

Packages should be addressed in the same manner as listed above.



However, on some occasions you will be required to pick up the package or registered letter directly from the local package branch of the post office, from a delivery agent or even from the airport (see note below regarding medicines). If you receive a package on hold at the post office, you will receive a yellow card indicating where the item can be collected. You must bring your passport to claim parcels at all of Rome's post offices.

Please take the following information into consideration before having packages sent. We also ask that you share this information with anyone who might send a package to you:

- Any goods sent from outside the European Union will be subject to a customs tax, as set by Italian and European law. The local delivery agent customs representatives may also charge a handling fee in addition to the customs tax.
- A tax can be charged for any item of value; in the past, most (but not all) packages with a declared value of under \$50 arrive untaxed. More recently, however, we have seen taxes routinely charged on much lower values.
- To facilitate payment of customs taxes, those sending a package should inquire with their courier service about accepting the charges on the credit card used to pay for delivery.
- Items of high value entail an accordingly high customs tax; hence, it makes more sense to personally hand-carry any such item (i.e., laptop computer, camera equipment) when you first arrive than to have it shipped to you separately. Should you absolutely need to have such an item shipped, advise your family and friends to not assign an excessive value to the package: the value they assign to your package will be the amount used for calculating any taxes and fees. Should an item need to be insured, bear in mind that you will be taxed on the value declared & insured by the sender. The usual tax rate is around 20%.
- Any medicines, whether prescription, over-the-counter, or even vitamins, cosmetics and shampoos should not be sent. If they are detected, the customs agent will not allow them to be delivered. Should you require prescription medicine, bring a supply to last you for at least your entire stay.

### **Courier Services**

Rome City Institute strongly recommends that reliable private shippers, such as UPS, Federal Express or DHL, be used to send important documents overseas.

## **TRANSPORTATION AND TRAVEL BUSES**

**Subway.** The most commonly used form of transportation in Rome is the subway. Rome's subway system (Metropolitana) has two lines and is marked by red M signs on city maps. The two lines, Lines A (red) and B (blue), intersect at Termini Station. Subway Line A connects the Vatican with Anagnina, the central bus terminal for routes to other cities in Lazio. Line B extends from Rebibbia to EUR. Subway service begins at 5:30am and concludes at midnight. Try to avoid the rush hours and beware of pickpockets.

**Bus.** Rome's extensive bus routes connect the University to the historic center and extend far into the surrounding suburbs. Bus stops, departure schedules and route information are found on well-marked signs throughout the city. ATAC city buses and trams run from 5:30am to midnight. However, be aware: these are estimated running times. Some lines provide night buses (indicated with an "N"). Due to constant route modifications, students should always check the hours of operation for a specific route before departing.



**Trams.** The tram #8 runs from 5:30am to midnight. It departs from Piazza Argentina (historic center) along Viale di Trastevere and the Circonvallazione Gianicolense, to Casaletto, its final stop.

**Tickets.** Rome's integrated Metrobus transportation system includes buses and trams (ATAC), subway (Metro) and some other suburban trains (FS) run by the state railways. Below is a list of the integrated ticket prices as of June 2012.

CATEGORY	VALIDITY	COST €
Single ticket (BIT)	Valid for 100 minutes from the first validation on all the buses and trams and one metro ride	1.50
Daily ticket (BIG)	Valid until midnight of the day of the first validation on all buses, trams and metro	6
Weekend ticket (BTI)	Valid for 3 days from the first validation on all buses, trams and metro	16.50
Weekly ticket (CIS)	Valid for 7 days starting from the first	24

#### HELPFUL WEBSITES

The information about living in Rome contained in the Student-life Handbook can also be found within our website [romecityinstitute.com](http://romecityinstitute.com) In addition, we have found the following sites very helpful:

**[www.atac.roma.it](http://www.atac.roma.it)** Provides door to door public transportation instructions within the city of Rome, with maps.

**[www.muovi.roma.it](http://www.muovi.roma.it)** Provides travel instructions and waiting time for buses within the city of Rome.

**[www.tuttocitta.it](http://www.tuttocitta.it)** Provides maps of the city of Rome, as well as door to door instructions for driving or walking.

**[www.ilmeteo.it](http://www.ilmeteo.it)** Provides weather fore



# **ROME CITY**

## **ATHLETIC HANDBOOK**



**Welcome Rome City Student-Athletes:**

This handbook is designed to provide Rome City Institute student-athletes with information concerning guidelines/procedures/protocols/expectations of the Rome City Athletic Department. All information contained in this handbook is binding in adherence to your acceptance of the Rome City Student-Athlete Conduct Agreement to be signed at the conclusion of this handbook.

Help of all kinds -- academic, athletic, social, health, and mental wellness-related – is available if you seek it. At Rome City we will challenge you to reach your full potential in the classroom, on the playing field, and encourage you to broaden your perspective as you live, study, play, and grow in Rome. It is our primary goal to provide you the support and resources you may need to be successful at Rome City Institute and beyond.

If at any time you are unable to find the answers to any questions or concerns in this material, reach out to a coach, an administrator, or any member of the staff to assist you and guide you appropriately. A wide variety of resources and services are available to you at Rome City Institute; it is up to you to take full advantage of them during your time here with us.

**LEAD THE GAME!!!**

**Rome City Athletic Department Directory**

<b><u>Athletics Administration</u></b>			
Director of Athletics	Fabrizio Piccareta	fpiccareta@romecityinstitute.com	+393483156465
Director of Performance	Marco Montini	<a href="mailto:mmontini@collegelifeitalia.com">mmontini@collegelifeitalia.com</a>	
Assistant to the Director of Athletics	Corentin Diverres	<a href="mailto:cdiverres@collegelifeitalia.com">cdiverres@collegelifeitalia.com</a>	
Manager of Club Relations	Claudio Ciferri	<a href="mailto:cciferri@collegelifeitalia.com">cciferri@collegelifeitalia.com</a>	
Assistant to the Manager of Club Relations	Juan Daniel Arreguin	<a href="mailto:jarreguin@collegelifeitalia.com">jarreguin@collegelifeitalia.com</a>	
<b><u>Support Staff</u></b>			
Head Athletic Trainer	Leonardo Diano		



Strength & Conditioning Coach	Marco Montini	<a href="mailto:mmontini@collegelifeitalia.com">mmontini@collegelifeitalia.com</a>	
<b><u>Coaching Staff</u></b>			
<b><u>Soccer</u></b>			
Academy Head Coach	Fabrizio Piccareta	<a href="mailto:fpiccareta@romecityinstitute.com">fpiccareta@romecityinstitute.com</a>	
Associate Head Coach	Richard Demuro	<a href="mailto:r.demuro@romecityinstitute.com">r.demuro@romecityinstitute.com</a>	
Goalkeeper Coach	Luca Salatino		
Assistant Coach	Corentin Diverres	<a href="mailto:cdiverres@collegelifeitalia.com">cdiverres@collegelifeitalia.com</a>	
Assistant Coach (Intern)	Felipe Melo		
<b><u>Other sports</u></b>			
Basketball Head Coach	Angela Adamoli	<a href="mailto:aadamoli@collegelifeitalia.com">aadamoli@collegelifeitalia.com</a>	
Volleyball Head Coach			
Lacrosse Head Coach	Dominò Giancarlini		

### **ATHLETIC DEPARTMENT MISSION STATEMENT**

Rome City Institute Department of Athletics’ primary commitment is to provide an opportunity for student-athletes to fully develop their academic and professional potential. The department adheres to the belief that athletics is an integral part of the educational framework and overall student-athlete experience of Rome City Institute and exists to support and complement the mission and goals of the Academic Department, the Student Life Department, and the institution.

The mission of the Department of Athletics at Rome City Institute is to facilitate, stimulate and continually develop the athletic program for students by (1) promoting academic and professional excellence, (2) striving to obtain athletic distinction at the professional level for each respective sport within Italy, (3) creating the ideal learning environment for individuality, autonomy, creativity, and passion to emerge (4) advancing and integrating the SMI Methodology into the frameworks of each sport program (5) fostering personal integrity and cultivating diversity (6) teaching and encouraging activities which instills the value of lifelong participation in physical fitness, physiological and psychological maintenance, and overall well-being, (7) providing various avenues for unique exposure to the professional sport industry in Italy as an athlete, coach, etc., (8) aid in the transition into the professional sport industry as a player or member of the



workforce, (9) facilitating the social development of the student-athlete through participation in the academic and professional community on and off campus.

In addition to enhancing the academic, professional, and personal development of the student-athlete experience, events hosted by the Department of Athletics are organized to facilitate solidarity, promote Rome City camaraderie and further social bonding and networking, positively increase the presence of Rome City Institute, the SMI Methodology, and College Life Italia, and enhance international and cultural understanding.

Through Rome City Athletics, students will be provided with the opportunity to pursue a quality education while gaining first-hand experience as a player and/or a coach in the professional sport industry in Italy and develop a value system which encourages leadership, professionalism, teamwork, self-confidence, and sportsmanship in an equitable and multicultural environment. Ultimately, the goal is to assure the experience that the students have in the Department of Athletics is a meaningful transitional period to prepare individuals to further their playing career or transition into the work industry while forming a lasting bond with Rome City Institute.

### **MASTERS EDUCATION MISSION STATEMENT**

The Mission of Master's Studies is to assist students, Institute units, and faculty in fostering students' successful progress from admission to graduation and facilitate the transition into the professional workforce.

### **UNDERGRADUATE EDUCATION MISSION STATEMENT**

The Mission of Undergraduate Studies is to assist students, Institute units, and faculty in fostering students' successful progress from admission to graduation in accordance with Link Campus Institute.

### **GAP YEAR PROGRAM MISSION STATEMENT**



The Mission of the Gap Year Program is to assist student-athletes in the transition to an Undergraduate Program at an Institute or continue their professional playing career by providing a unique learning and training environment that promotes knowledge, professionalism, and leadership. Student-athletes will be challenged physically, psychologically, and socially to mature and emerge as future leaders in their respective field and sport. Both the academic and athletic demand will be personalized to meet the needs of each individual and ensure a profound and meaningful student-athlete experience.

### **ROME CITY INSTITUTE ATHLETICS TEAMS**

Basketball	Men's Soccer	Track & Field
Lacrosse	Women's Soccer	Volleyball
Rugby	Tennis	

### **CODE OF SPORTING BEHAVIOR AND CONDUCT**

This policy covers all Rome City student-athletes including individuals participating in training, competitions, or any events hosted by Rome City Institute or College Life Italia. This policy also covers conduct classified as a felony and/or misdemeanor under Italian law.

This policy applies to student-athletes' behavior on or off Link Campus Institute, the associated training facilities, or similar. Each student-athlete is expected to read and abide by this policy, the Rome City Student-Athlete Handbook, and applicable team rules (if any) and to sign the Rome City Institute Conduct agreement acknowledging their agreement to abide by these policies.

#### **Expectations**

Participation as a Rome City student-athlete is a prestigious privilege, not a right. All student-athletes assume the unique responsibility to conduct themselves in a manner that reflects well on Rome City Institute, the Department of Athletics, and themselves. This conduct includes but is not limited to adhering to fundamental values including respect, professionalism, integrity, honesty, civility, fairness, and responsibility on and off the playing field. The following are examples of what Rome City considers good behavior.

Examples of Good Behavior:

- Demonstrating high moral character;
- Sportsmanship;



- Exhibiting respect, responsibility, and professionalism;
- Observing Rome City, Link Campus Institute, and external club (if applicable) rules
- Compliance to the Rome City Institute Academic Handbook;
- Adhering to expected behavior during trainings, competitions, activities, and events associated to Rome City Institute including team travel; and
- Contributing to a diverse environment that fosters respect, inclusivity, and understanding of others.

### **Effect of Failing to Adhere to Expectations**

The failure of student-athletes to conduct themselves in adherence to this code of conduct reflects negatively on the student-athlete and Rome City Institute. When a student-athlete demonstrates unacceptable behavior, the Athletic Department will take action to address the conduct.

### **Examples of Unacceptable Behavior:**

The following are examples of unacceptable behaviors in key areas of concern. The list is intended to serve as an illustration of what is considered unacceptable behavior. Any further inquiries concerning what constitutes unacceptable behavior can be answered by your Head Coach or the Director of Athletics.

- Violations of law:
  - Use of illegal or performance-enhancing drugs.
  - Misuse of prescription drugs.
  - Any attempt to strike an opponent or any participant in a combative manner unrelated to the sport or any act that incites the retaliation of an opponent in a similar manner.
- Violations of the Rome City Institute Academic Handbook:
  - Any violation of behavior concerning: alcohol, breach of peace, dress regulations, weapons policy, harassment.
  - *See Rome City Institute Academic Handbook for further detail.*
- Consumption of Alcohol:
  - In addition to the rules outlined in the Rome City Institute Academic Handbook, student-athletes are prohibited from drinking alcoholic beverages when appearing as official representatives of the Institute for athletic competition (including travel time), community and public service events, and any and all Department of Athletics events.
- Unsportsmanlike behavior:
  - Physically or verbally abusing an official, coach, athlete, opponent, or spectator.
  - Leaving the bench and entering the playing surface during competition.
  - Taunting or displaying a disrespectful attitude toward opponents.



- Throwing objects at an individual, spectators, or onto a playing surface during competition.
- Inciting any person to violent action.
- Using obscene gestures, profane language, or a display of hostile action toward officials, opponents, team members, or spectators.
- Unethical Behavior:
  - Academic dishonesty, including, but not limited to, cheating and plagiarism.
- Other Unacceptable Behavior:
  - Content on a personal profile or any form of social media which might cause embarrassment to you, your team, or Rome City Institute (e.g., obscene language or pictures, references to use of illegal drugs, etc.)
  - Intolerance towards another or a group based on race, color, creed, national origin, gender, disability, sexual orientation, religious beliefs, or any other legally protected status.
  - Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively impose domination over others. Bullying is defined by three main factors:
    - Intent by the bully to cause harm to the victim.
    - The behavior is repeated over time.
    - There exists an imbalance of power between the bully and the bullied. Often bullies are stronger than their victims or they perhaps hold a higher status among their peers.

**The athletic department strongly urges the reporting (to the Director of Athletics, the Director of Mental Performance, a Mental Performance Coach, or any member of the staff/faculty) of any incidents of sexual violence/harassment, hazing, bullying, discrimination, harassment or retaliation of any kind, regardless of the offender's identity or position. Violations of this policy will result in disciplinary action being taken by the Department of Athletics and the Department of Student Life.**

### **Consequences of Violating the Athletics Department Code of Conduct**

No discipline policy can be expected to address every situation requiring corrective action that may arise. Therefore, the Athletics Department takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making a decision regarding discipline. Appropriate action will be determined based on factors such as severity, frequency, and the degree of deviation from expectations and length of time involved. Prior to imposing discipline based on this Code, the Athletics Department will obtain the student-athlete's version of the incident. In cases where the Rome City Athletics Department has determined that student-athletes have engaged in unacceptable behavior, discipline will be imposed based on the guidelines



described below. The Director of Athletics or designee may also institute additional or different discipline at any of the steps as is deemed appropriate.

**First Incident** – If the student-athlete is involved in a first incident, the Head Coach and Director of Athletics will confer as to the appropriate discipline. Discipline may include: receiving a verbal reprimand, a written reprimand to be maintained in the student’s file, suspension from competition, and/or referral to the Mental Performance Coach for counseling, among other appropriate discipline based on the circumstances. The student-athlete will meet with the appropriate personnel to review the unacceptable conduct and agree upon strategies to address the behavior. The student will be reminded of the Rome City Conduct Agreement he/she signed at the beginning of the academic year and will be informed of the consequences of further violations.

**Second Incident** – If the student-athlete is involved in a second incident of the same or different unacceptable behavior, the Head Coach and Director of Athletics will confer as to the appropriate discipline. Discipline may include: receiving a written reprimand, being suspended from training or competition, and/or being required to participate in counseling for behavior modification, along with other discipline deemed appropriate based on the circumstances. The student-athlete will meet with the Director of Athletics to review the unacceptable conduct and to discuss strategies to assist with behavior modification.

**Third Incident** – If the student-athlete is involved in a third incident of the same or different unacceptable behavior, the Director of Athletics will confer as to the appropriate discipline. Discipline may include: revocation of the privilege of participating in any competition on behalf of Rome City, and/or termination of participation in the program, among other discipline deemed appropriate based on the circumstances. The student-athlete will meet with the Director of Athletics and the Director of Student Life to review the unacceptable conduct and the discipline to be instituted.

### **Criminal Conduct or Unethical Behavior Outside of Sport**

If there is a reasonable basis from the available information (e.g., arrest records, statements by the participants or others, Institute records, complaints) for believing that a student-athlete has engaged in behavior which constitutes a violation of a criminal law within Italian Law, he/she will automatically be suspended from play and practice by the Athletics Department until the Director of Athletics and the Director of Student Life reviews the facts of the incident (including the student-athlete’s version of the incident) and makes a determination, using these guidelines, as to what discipline should be imposed.

### **EMAIL ADDRESS**



All Rome City Institute students are issued an email address during orientation.

**Student-athletes are responsible to check their Rome City Institute emails daily for information from the Academic Department, the Athletic Department, and the Student Life Department.**

## MEDICAL SERVICES

**All medical care must be coordinated by the Head Athletic Trainer (Head AT) alongside the Assistant Athletic Trainer (Asst. AT).**

### Physical Examination

Each student-athlete must successfully pass a physical examination to be eligible to practice or compete in any Rome City training or competition. The physical exam is performed by a physician designated by Rome City Institute. All forms must be approved and submitted to the *Head AT* before an athlete will be allowed to participate in any training or competition.

### Physical Examination Procedure

1. Each student-athlete will be assigned an appointment by the *Head AT* upon his/her arrival
2. The date, time, and address will be provided to the student-athlete
3. The student-athlete is responsible for transportation to and from the physicians' office
4. The student-athlete is responsible for receiving the completed physical examination form and submitting it to the *Head AT* for clearance
5. For any instance that the physical examination is not approved by the physician, the student-athlete must contact the *Head AT* for further consultation

### Insurance Procedures

Rome City Institute **does not** cover athletic related accidents or injuries. All medical expenses including but not limited to examinations from medical specialists (e.g., MRI), operations, medications, etc. are under the responsibility of the student-athlete. It is advised to inquire about potential international details of insurance coverage the student-athlete may possess from his/her country of residence. Be advised that the health insurance required by the VISA procedures prior to arrival in Italy does not cover any athletic related accidents or injuries.

### Rehabilitation and Treatment

Rehabilitation services are provided on-site by the *Head AT* and *Asst. AT*. Contact the AT assigned to your team for consultation. If off-site treatment is required, the *Head AT* will schedule and communicate directly with the student-athlete to coordinate an appointment at the PT office.



## **Physiotherapy Referral to Medical Specialist Procedure**

If, following a consultation with the *Head AT*, a follow-up with a medical specialist is necessary; this procedure will be followed:

1. The *Head AT* or *Asst. AT* will perform an initial consultation
2. If a follow-up with a medical specialist is deemed necessary, the *Head AT* will secure an appointment with the appropriate medical specialist and seek confirmation of the appointment with the student-athlete
3. The *Head AT* will arrange transportation for the student-athlete to and from the appointment
4. The *Head AT* will follow up with the medical specialist and the student-athlete for appropriate next steps

## **Injury or Illness Medical Services**

It is the responsibility of the student-athlete to report all injuries and illness in a prompt and accurate manner directly to the *Head AT*, *Asst. AT*, and a member of their coaching staff (if applicable). If there is a referral for the student-athlete for a consultation off campus for an illness, the student-athlete will assume financial responsibility.

If a medical emergency or serious injury occurs at the training facilities or gymnasium; this procedure will be followed:

1. The *Head AT* and the *DoA* must be notified directly
2. For a serious emergency, an ambulance will be called to escort the student-athlete to the hospital
3. For an emergency, a staff member will escort the student-athlete to the hospital
4. For an injury where a medical specialist consultation is required, the *Head AT* will secure an appointment, confirm with the student-athlete, and arrange transportation for the student-athlete to and from the appointment
5. The *Head AT* will follow up with the medical specialist and the student-athlete for appropriate next steps

## **Clearance for Participation following an Injury**

Any medical decision concerning an athlete's participation in a practice or competition will be the responsibility of the *Head AT* and/or *Asst. AT*. Each athlete is expected to report to all training sessions, dressed and ready for practice or a workout.

## **Emergency Care (Outside of Training)**

Life threatening situations (e.g. difficulty breathing, chest pain, severe bleeding, etc.) should be referred immediately to the closest emergency room for assistance. For a situation that is not life



threatening (after hours) student-athletes should seek care at an urgent care center. The *Head AT* and/or *Asst. AT* should be notified as soon as possible.

### **Mental Wellness**

As student-athletes adapt to a new or changed environment, multiple challenges, in addition to cultural and language barriers, may arise throughout daily life in Italy. Students are responsible for successfully managing their time, meeting the academic demands of professors and classwork, meeting the athletic demands of training by Rome City or external clubs, exploring being on their own, and making choices regarding their social and personal behavior. Participation in sport activities through Rome City or with external clubs will increase the demands and stressors on student-athletes in unique ways and are exclusively designed to provide exposure to the professional sport industry in Italy. From academic performance to athletic performance, our program understands the psychological demands that can affect one's perceived identity, confidence, motivation, time and energy management, and overall mental state. Rome City Institute provides multiple resources available to assist students in navigating this challenging transitional period to provide a truly holistic learning experience to nurture individuals not only as students or players but as people and future leaders of the sport industry. Mental performance resources are available to aid in any performance-related matter. The ultimate goal of the Mental Performance team is to promote the overall well-being of individuals and facilitate student-athletes in reaching their optimal performance levels in the classroom, on the playing field, and in life.

Reach out to a Mental Performance Coach (MPC) or the Director of Mental Performance (DoMP) for any questions, assistance, or further information.

We understand that time-demands and multiple commitments add additional stress to the student-athlete curriculum and it is of the utmost importance to be aware of symptoms of depression, anxiety, increased stress, mood disorders, suicidal thoughts, panic attacks, disordered eating, substance related disorders, etc. Psychological issues may also lead to medical consequences. Depression can also lead to an increased risk of injury. The athletic department encourages student-athletes experiencing any signs or symptoms or has concerns about either themselves or a teammate to seek confidential assistance through the Mental Performance Coach or the Director of Mental Performance for guidance. Common signs and symptoms can include: difficulty sleeping; change in appetite; mood swings; feeling out of control; irritability; poor concentration; panic attacks; difficulty breathing; obsessive thoughts; suicidal thoughts; social withdrawal. Any further counseling or psychological services will be referred out as deemed necessary.

**If you are concerned for the safety of a teammate, please immediately seek assistance through your Mental Performance Coach or Athletic Administrators. If it is urgent, please immediately call the Director of Athletics or the Director of Mental Performance.**



## **SHARED RESPONSIBILITY FOR SPORT SAFETY**

Participation in Rome City athletics requires an acceptance of risk of injury. Your decision to participate in athletics at Rome City indicates your acceptance of this risk. In order to minimize this risk as a participant, you must be aware of and abide by certain procedures, safety rules, and guidelines. Sound conditioning and training programs are designed to help in the prevention of injury; rehabilitation programs are designed to enable recovery and return to participation safely. Your responsibility to these programs is as important as your responsibility to learning and using proper skills, techniques, and the strategies for your sport. Any improper use, modification to or abuse of your equipment, or technique may result in serious, life threatening injuries or death. Participation in sports is a risk for injuries that include but are not limited to, strains, sprains, contusions, concussions, head and neck injuries, paralysis, internal injury and death. Periodic analyses of injury patterns lead to refinements in the rules and other safety decisions, but safety cannot be legislated solely through a rulebook and equipment standards. All involved must share the responsibility for sport safety, and “compliance” with the rules means respect on everyone’s part for the intent, spirit and purpose of the rule or guidelines. The Rome City Athletic Administration, Coaches, and Staff expressly condemn any act by Rome City Athletes to intentionally injure another player or be reckless with the safety of myself or others.

As a Rome City Student-Athlete:

- I. I agree to allow the Rome City Staff to evaluate, treat and care for any injury or illness, which may occur to him/her.
- II. I understand that he/she will refrain from practice or play while ill or injured, whether or not receiving medical treatment, and maintain medical treatment until he/she is discharged from treatment or is given permission by the Rome City Staff to restart participation while continuing treatment.
- III. I understand that having passed the medical qualifying evaluation does not necessarily mean that he/she is physically qualified to engage in athletics, only that the evaluation did not find a medical reason to disqualify him/her at the time of said evaluation.
- IV. I agree to report to the Rome City Staff:
  - A. All injuries and illnesses sustained
  - B. Any change in injury or medical history
  - C. Medications (prescription, over-the-counter, supplements) taken for any reason
  - D. I give consent for Rome City Staff to release information to the coaching staff, emergency personnel, and other medical professionals as appropriate for the purpose of communicating the nature of and status of injury sustained and treatment.



- E. I hereby acknowledge my shared responsibility for the risks of injury which could occur as a result of my athletic participation whether official and supervised or voluntary training on my own.

## **EQUIPMENT**

All equipment (balls, cones, foam rollers, bands, bibs, etc.) used during training is considered Rome City property. Student-athletes are prohibited from taking any equipment for personal use outside of the facilities. Equipment can be found in the equipment shed at the training facility. Use of equipment outside of scheduled training time must be approved by the *Equipment Manager*.

Rome City kits (Jersey top, shorts, pants, socks, etc.) will be provided to student-athletes during orientation. Alterations to any provided Rome City equipment is prohibited. Any questions concerning clothing equipment (size change, etc.) can be directed to the *Equipment Manager*.

Unsupervised use of equipment leading to damage or loss of equipment by a student-athlete is subject to review and compensation.

## **SPORT FACILITIES**

### **Cavalieri di Colombo – Campo Pio XI**

Via di Santa Maria Mediatrice, 24, 00165 Roma RM

Soccer Field

Volleyball Court

Equipment Shed

Basketball Court

Swimming Pool

Padel Courts

### **Circolo Sport Tennis De Vialar.**

Via Paolo III, 12, 00165 Roma RM

Tennis Court

### **Training Facilities Dress Code**



1. Rome City kits\* must be worn during ALL scheduled training sessions. (Jersey top and shorts or pants)
2. Lower Body Wear: Athletes are required to wear shorts of appropriate length, sweatpants or tights. All lower body wear is to be worn at the appropriate position on the body, not low or sagging.
3. Upper Body Wear: T-shirts, sweatshirts and unaltered tank tops (reversibles) are permitted. Shirts must be worn at all times during workout. It is prohibited to walk around the facilities shirtless. Women must always wear top (not just a sports bra or similar)

## **GYMNASIUM**

### **Gymnasium Area Wellness**

Via della Cava Aurelia, 94 Gregorio VII, 00165 Roma RM

### **Gymnasium Rules and Guidelines**

1. Student-athletes have designated time periods throughout the day to utilize the gymnasium. Refer to the sign-up sheet provided during orientation for further information on how to schedule.
2. The gymnasium is a shared space with outside members. As representatives of Rome City, student-athletes are expected to always assume professional behavior including dress code, conduct, and equipment upkeep
3. Lockers and changing rooms are available for use -- No bags are permitted in the workout areas
4. Towels are not provided – bring your own
5. Wipe down stations and equipment after use with provided paper towel and sanitary cleaners found throughout the workout areas
6. Return any equipment to appropriate spaces after use
7. Be always respectful of other members or group lessons (noise, space, etc.)
8. Adhere to the scheduling and assigned timings of other student-athletes and training sessions

### **Gymnasium Dress Code**

1. Only appropriate workout clothing is permitted. Rome City kits are not required during gymnasium sessions.
2. Footwear: Athletic shoes must be tied and worn at all times. Work boots, dress shoes, open-toed shoes, flip-flops, sandals, or deck shoes are not permitted



3. Lower Body Wear: Athletes are required to wear shorts of appropriate length, sweatpants or tights. All lower body wear is to be worn at the appropriate position on the body, not low or sagging.
4. Upper Body Wear: T-shirts, sweatshirts and unaltered tank tops (reversibles) are permitted. Shirts must be worn at all times during workout.

It is your privilege to use the gymnasium facilities. Failure to follow any of the above procedures could result in loss of gymnasium privileges or expulsion from the facilities.

### **EXTERNAL CLUB PARTICIPATION**

Student-athletes have the unique opportunity to sign and play for local club teams for their respective sport. See below the protocol for the trial process for trying out for teams and the protocol for contracts. While we strongly encourage your participation in external clubs, we maintain the expectation to regularly attend Rome City training as our program is designed not only to develop you as players but as future coaches and members of the sport industry. Rome City training, competitions, activities, and events are designed with your personal and professional development in mind to provide first-hand exposure to professional sport environments.

#### **Club Trial Process Protocol – Soccer**

1. Pass the physical examination and be cleared to play by the *Head AT*
2. Begin regular training with Rome City
3. Coaches and the *Manager of Club Relations* will evaluate your level of play and meet with you to discuss your intentions for playing, how the club system in Italy works, potential club openings and relevant information (level of play, location, number of practices, positions available, salary, etc.)
4. The *Manager of Club Relations* and the *Assistant to the Manager of Club Relations* will coordinate all communication with clubs and relay information to you during trial period
5. You will be sent to trial periods with teams (attend a set # of practices) based on different variables (your level of play based on observation and obtained film, club spot availability, etc.)
6. If you accept the trial are required to attend the # of training sessions agreed to – Reminder that you are also representing Rome City when you try out for teams and assume the responsibility to maintain our professional relationship with clubs
7. The *Manager of Club Relations* will notify you for feedback from the coaches and clubs, whether they want to offer you a contract or not, or return for another trial process
8. Upon agreeing to sign with a team, you will start the following process: *See Contracts Protocol*



*\*Note: For Men's Soccer – Any student-athlete that commits to a Division \_\_\_\_ club is no longer eligible to compete as a member of the Rome City Institute Men's Soccer Team in the University Tournament.*

### **Club Trial Process Protocol – Volleyball**

1. Pass the physical examination and be cleared to play by the *Head AT*
2. Begin regular training with Rome City
3. The *Head Volleyball Coach* and the *Director of Volleyball* will evaluate your level of play and meet with you to discuss your intentions for playing, how the club system in Italy works, potential club openings and relevant information (level of play, location, # of practices, positions available, etc.)
4. The *Director of Volleyball* will coordinate all communication with clubs and relay information to you during trial period
5. You will be sent to trial periods with teams (attend a set # of practices) based on different variables (your level of play based on observation and obtained film, club spot availability, etc.)
6. If you accept the trial are required to attend the # of training sessions agreed to – Reminder that you are also representing Rome City when you try out for teams and assume the responsibility to maintain our professional relationship with clubs
7. The *Director of Volleyball* will notify you for feedback from the coaches and clubs, whether they want to offer you a contract or not, or return for another trial process
8. Upon agreeing to sign with a team, you will start the following process: *See Contracts Protocol*

### **Club Trial Process Protocol – Basketball**

1. Pass the physical examination and be cleared to play by the *Head AT*
2. Begin regular training with Rome City
3. The *Head Basketball Coach* will evaluate your level of play and meet with you to discuss your intentions for playing, how the club system in Italy works, potential club openings and relevant information (level of play, location, # of practices, positions available, etc.)
4. The *Head Basketball Coach* will coordinate all communication with clubs and relay information to you during trial period
5. You will be sent to trial periods with teams (attend a set # of practices) based on different variables (your level of play based on observation and obtained film, club spot availability, etc.)
6. If you accept the trial are required to attend the # of training sessions agreed to – Reminder that you are also representing Rome City when you try out for teams and assume the responsibility to maintain our professional relationship with clubs



7. The *Head Basketball Coach* will notify you for feedback from the coaches and clubs, whether they want to offer you a contract or not, or return for another trial process
8. Upon agreeing to sign with a team, you will start the following process: *See Contracts Protocol*

### **PROBATION**

Disciplinary probation I is a written warning may include restrictions such as denial of sport training, the opportunity to participate in co-curricular or extra-curricular events or activities or to reside in University housing.

Disciplinary Probation II is a written warning of behavior which is serious and unacceptable. If continued or other inappropriate behavior follows, more severe sanctions may be imposed including suspension or expulsion from Rome City Institute and all the sport facilities.