



# **Competitive Sports Club Handbook**

**Rochester Institute of Technology**

**As Updated Summer 2011**

**Created by Student Government, the Center for Campus Life, and the  
Center for Intercollegiate Recreation and Intramural Services &  
Recreation**

## **NOTICE:**

RIT Student Government, the Center for Campus Life, and the Center for Intercollegiate Recreation and Intramural Services & Recreation created the following guidelines in partnership. Any changes to this document that reflect Student Government By-Law changes **MUST** be Student Government approved by a majority vote at Senate.

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## **Directory of Competitive Sports Clubs:**

- Alpine Ski
- Bowling Club
- Cycling Club
- Equestrian Club
- Fast Action Paintball
- Field Hockey Club
- Flag Football
- Freestyle Snowboarding
- Men's Ultimate Frisbee
- Women's Ultimate Frisbee
- Men's Club Hockey
- Men's Club Lacrosse
- Men's Soccer Club
- Men's Volleyball Club
- Sailing Club
- Weightlifting Club
- Men's Rugby
- Women's Rugby

## **Introduction**

There are currently 18 Competitive Sports Clubs administered by the Rochester Institute of Technology's Center for Intercollegiate Recreation and Intramural Services & Recreation (CIAR) and Center for Campus Life (CCL) and recognized by Student Government (SG). Each club is comprised of enthusiastic, hardworking, and dedicated athletes who organize, fund, and promote their clubs with the ultimate goal of competing against other colleges on both a regional and national level.

Competitive Sports Clubs provide unique opportunities for students to participate, compete, and develop skills in a variety of sports. These clubs actively recruit both new and experienced student athletes during the year, and through weekly practices, prepare for intercollegiate competitions. Competitive Sports Clubs are governed by regulations of both the Department of Intercollegiate Recreation and Intramural Services & Recreation and the Sports Club Federation. Sports club members represent both their club and the Department of Intercollegiate Recreation and Intramural Services & Recreation as well.

The success of the Competitive Sports Club program at RIT is the result of dedicated student leaders volunteering their time, effort, and guidance to their respective clubs. Sport club officers provide strong leadership as well as a vision that carries each club into the new academic year. This handbook has been created to assist you and to develop continuity in the administration and creation of the Competitive Sports Club program. Contained in this handbook are the policies and procedures that each competitive sports club is expected to follow. Additionally, this document contains guidelines for the Club Sports Federation and its successful creation and implementation. We hope this will be a useful resource throughout the implementation of and future longevity of the Competitive Club Sports program at RIT.

Good luck to you and your clubs this year!

# Overview of Competitive Sports Clubs

## What is a Competitive Sports Club?

A **Competitive Sports Club (CSC)** is comprised of a group of students enrolled at RIT who form an organization to practice and compete in a sport. All of these clubs (of which we have 18 currently), are considered to be a part of both the Center for Campus Life's Student Government Recognized clubs and the Department of Intercollegiate Recreation and Intramural Services & Recreation. There are a number of other sport-related student organizations at RIT, but these groups are not advised by Student Government, the Center for Campus Life, or the Department of Intercollegiate Recreation and Intramural Services & Recreation as "recognized competitive sports clubs" on campus. Competitive sports clubs are instructional, recreational, competitive, and social in nature with a **strong emphasis on competing against other colleges and university sport club programs.**

## How do Competitive Sports Clubs differ from Varsity Sports?

Competitive Sports Clubs differ from Varsity Sports in that the NCAA Division 3 sanctions Varsity Sports. Sport clubs are responsible for their own administration and for many, if not all, of their own expenses. Unlike varsity sports, students themselves manage the sports clubs they participate. Sports clubs are required to have a faculty advisor and may choose to hire a coach/teaching assistant by approval from the Center for Campus Life. The Assistant Director of Recreation and Intramural Services and The Club Administration Coordinator oversee the RIT Competitive Club Sport Program.

## How do Competitive Sports Clubs differ from Intramural Sports?

The intramural sports program provides an opportunity for students, faculty, staff, and other members of the university's community to participate in team and individual sports against other RIT teams or opponents. The purpose of intramurals is to provide exercise, recreation, and fun for all participants. The intramural sports program is different from sports clubs in that sports clubs travel to college and university campuses/cities to compete, and schedule their own practices, games, and tournaments.

## How do Competitive Sports Clubs differ from Recreational Sports Clubs?

Competitive sports clubs utilize a great amount of time, space, and money to operate because of their competitive nature and need to travel and practice to compete. Recreational sports clubs are sports clubs that are SG recognized but are **NOT** allowed to compete with other college and university club sport teams more than once per quarter. Recreational sports clubs are recognized by SG's Club Review Board and abide by all SG policies and procedures for clubs. At any time, a recreational sports club can fill out a Competitive Sport Club Recognition Packet to apply to become a Competitive Sports Club. The Competitive Sports Club Federation then has the authority to review this application and decide on admittance.

## General Services Provided to Competitive Sports Clubs

- a. The ability to compete as a sanctioned RIT Competitive Sports Club against other college and university teams more than once per quarter
- b. Access, through the SG office, to the following:
  - i. Advertising information and assistance
  - ii. Ability to reserve and use SG Vans
  - iii. Organizational assistance
  - iv. Meeting Space, upon reservation
- c. Establishment of a budget, as determined through the Competitive Sports Club Federation and coordinated by the CCL Financial Coordinator
- d. The ability to reserve meeting space free of charge through SAU Reservations, 475-6992 and the ability to reserve gym and field space through the SLC Main Office, 475-7663
- e. The right to seek SG's endorsement or to speak on SG's behalf at an event in which otherwise SG would not be able to attend
- f. The right to request a meeting with Student Affairs and present oral or written submissions on the group's behalf
- g. The right to participate in SG sponsored and/or facilitated student group events such as Club Day
- h. The right to use the RIT University Publications logo and the RIT Competitive Sports Club logos on t-shirts and memorabilia, as approved by the Assistant Director of Campus Life
- i. Access to club space for meetings and general work space
- j. The ability to fundraise through vendor sponsorship in the lobby of the SAU, coordinated through SAU Reservations, 475-6992



## Competitive Sports Club Federation (CSCF)

All sports clubs that become affiliated with the Competitive Sports Club program at RIT are considered a **Competitive Sport Club (CSC)**. The 18 Competitive Sports Clubs currently affiliated with this program comprise the **Competitive Sports Club Federation (CSCF)**. The Federation represents all Competitive Sports Clubs within the program.

### 2. Who Comprise the Competitive Sports Club Federation?

- a. The Director of Organizational Recognition, SG
- b. Club Administration Coordinator, CCL
- c. The Club Sports Coordinator, CIAR
- d. One representative from each of the recognized Competitive Club Sports
  - i. The Club Sports representative can be one of the officers of the club, or it can be another member of the club that is appointed by the officer(s)
  - ii. The representative should remain consistent throughout the quarter for better continuity; at the end of the quarter, this representative can be changed to accommodate schedule changes

### 3. CSCF Meeting and Attendance Requirements

- a. It is the responsibility of the Club Administration Coordinator to organize CSCF meetings, including reserving a room, communicating meeting time and locations, and creating the agenda (interpreter requests as well, pending need)
- b. At all times, the Club Administration Coordinator and the SG Director of Organizational Recognition have authority and discretion on Federation issues
- c. Meetings should be held at least once per quarter (but not more frequently than once weekly) as per the discretion of the Club Administration Coordinator and the SG Director of Organizational Recognition
- d. The SG Director of Finance, the CCL Financial Coordinator, and other relevant guests may be invited to sit in on CSCF meetings to provide further insights and information to the Federation's members upon request by the Club Administration Coordinator of the SG Director of Organizational Recognition
- e. Attendance by each club sport is mandatory to **all** Federation meetings
  - i. If a club sport misses 2 consecutive CSCF meetings, the club will be put on **HOLD for 1 Week** and will not be allowed to compete, reserve rooms, and complete financial transactions during this period.
  - ii. Only one representative from each club sport is mandatory per meeting

### 4. Purpose of the CSCF Meetings

- a. To discuss circumstances and issues that may arise and affect Competitive Club Sports

- b. To inform the Competitive Club Sports of important information that is relevant to their operation
- c. To review Competitive Club Sports applications for recognition and decide whether pending clubs will be accepted or not
- d. To review and make decisions on financial requests of other Federation members

5. Requirements to Maintain a Part of the CSCF:

- a. Annual Recognition Packet
  - i. To be completed in fall quarter and submitted online at:  
<http://campuslife.rit.edu/clubsconnection/newclub/recognitionform>
- b. Seasonal Review
  - i. Prior to your season of competition, you **MUST** submit an anticipated season schedule to the Club Administration Coordinator
  - ii. At the end of your season of competition, you **MUST** submit a seasonal review to the Club Administration Coordinator
  - iii. The Club Administration Coordinator shall remind the CSC their seasonal packets are coming up based upon the season dates listed on the recognition packet for that year.
- c. Annual Budget Packet
  - i. To be completed every spring quarter with estimates of the following fiscal year expenditures
  - ii. This will be used to allocate budget money to the CSC's for the following year
- d. Annual Hazing Requirement
  - i. Every Competitive Sports Club is **required** to attend the annual Hazing Event, which will be announced by the Center for Campus Life
  - ii. 70% attendance from each CSC will constitute having met the hazing requirement
- e. Dates for completing these required forms and sessions will be sent out by the Club Administration Coordinator by e-mail to the club leaders. If clubs have any questions regarding time frames, due dates, and the paper work, please see the Club Administration Coordinator in the Campus Center.

6. Consequences for Not Completing Above Requirements

- a. The Competitive Sport Club may be put on **HOLD** at the discretion of the SG Director of Organizational Recognition, Club Administration Coordinator, the Assistant Director of Campus Life (that oversees clubs), the CCL Financial Coordinator, the Clubs SA, and/or the Club Sports Coordinator, CIAR.
- b. The Competitive Sport Club may be removed from the Competitive Sport Club Federation

- i. A motion to remove a CSC would be brought to the Federation, discussion would occur, and a 2/3 majority vote would decide the club's removal

## Recognition of New Competitive Sports Clubs

At **no time** may there be more than **18 clubs** admitted into the Competitive Club Sports Federation. If there are currently 18 clubs in the CSCF, other sports clubs can apply to be SG recognized as recreational club sports and be recognized by the Club Review Board. Recreational club sports may **NOT compete** with other colleges and universities more than once per quarter.

1. When a group of students want to form a Competitive Sports Club, they must:
  - a. Fill out an Intent to Form application at:  
<http://campuslife.rit.edu/clubsconnection/newclub/intenttoform>
    - i. Check off the box on the Intent to Form application for "Competitive Sports Club"
    - ii. At this time, the group can begin to reserve meeting space, publicize and gain membership, and hold informational meetings
    - iii. At this time, you may **NOT** yet participate or practice in the sport for which you filled out the Intent to Form application
  - b. Fill out a Club Recognition Packet for Competitive Sports Clubs
    - i. After filling out an Intent to Form application, you have up to 3 months after submitted date to complete a Club Recognition Form
    - ii. Fill out the form at:  
<http://campuslife.rit.edu/clubsconnection/newclub/recognitionform>
  - c. Attend the Competitive Sports Club Federation upon request
    - i. At this time, the Club Administration Coordinator will review the application and present it to the Competitive Sports Club Federation
    - ii. A representative(s) of your club will be asked to attend a CSCF meeting to briefly present about the club you would like to begin, your financial needs, and your competitive prospects
    - iii. The Federation will deliberate and you will receive an email from the Club Administration Coordinator with the Federation's decision within the next week
      1. Decisions are based upon the follow criteria:
        - a. Time/Space:
          - i. Are there adequate time slots and facilities available for the club's practices, competitions, and activities
        - b. Funding:

- i. Is the club sustainable? Will they be able to operate within budget limitations?
  - c. Other Factors:
    - i. Travel distance/expenditures
    - ii. Duplicate of another club
    - iii. Safety
- 2. What to do once accepted:
  - i. As soon as you are recognized as a Competitive Sports Club, you will be put on hold by the Club Administration Coordinator until every participating member completes and returns the **annual waiver form** to Recreation and Intramural Services.
  - ii. There are 2 separate waivers:
    - 1. An **annual waiver** for the Recreation and Intramural Services department which **MUST** be completed by each participating club member prior to participating in their sport
    - 2. Event specific waiver forms which must be completed as requested per event by every participant (both members and non-members).
  - b. Contact the Club Administration Coordinator with any questions you may have regarding waiver forms, processes, etc.
  - c. You are now a member of the Competitive Sports Club Federation and are to attend CSCF meetings and follow policies and procedures of all Competitive Sports Clubs

## Budget Proposals and Financial Planning

Under the evaluation system, all Competitive Sports Clubs will submit their budget proposals to the Club Administration Coordinator and CCL Financial Coordinator at the beginning of spring quarter by the date provided by him/her. These can be emailed or hard copies dropped off to their respective offices in the Campus Center. If you email it in, please include both the Club Administration Coordinator and the CCL Financial Coordinator. The Assistant Director of Campus Life, CCL Financial Coordinator, Club Administration Coordinator, Club Sports Coordinator from the CIAR, and SG Director of Organizational Recognition will review the proposed budgets and work with club officers to establish a “working budget”. The working budget is the dollar amount that the club will need in order to function efficiently for one academic year. **All budget proposals submitted in the spring are for the following academic year, NOT the current one.**

The following is a generalized guide for what the average budget proposal may include:

1. Club Operating Expenses: Daily operation of the club
2. Game/Match Expenses: These expenses include, but are not limited to participation, league fees, judges' fees, championship fees, and facility rental fees
3. Travel Expenses: These expenses include travel to and from an event, including vehicle rental, airfare, fuel, and lodging. **Food is not included.**
4. Equipment: These expenses include only items that are deemed essential for performance of the club's sport, such as balls, bats, flags, etc. This should not include personal equipment such as uniforms, T-shirts, shoes, or trophies as these items should be funded from fundraising or dues.
5. Fundraising/Dues: This is the amount of income the club expects to attain from fundraising, donations, and member dues

Once a working budget has been established, the Assistant Director of Campus Life, Club Sports Coordinator from the CIAR, CCL Financial Director, Club Administration Coordinator, and SG Director of Organizational Recognition (or a combination of these people) review the working budgets of all the Competitive Sports Clubs. The allotted budget for Competitive Sports Clubs for the following academic year will be allocated to each of the CSC's as deemed most appropriately needed.

## Budget Tiers

Competitive Sports Clubs can occupy a Tier 1, Tier 2, or Tier 3 financial status. These tiers are determined annually during the spring when budgets are being allocated. When a Competitive Sports Club is established, it is not initially given a budget to work with. There is an interim period from the time of the club's acceptance until the following fall by which the club must work to gain membership, collect dues and complete fundraising. In the spring, a club can request a budget during the budget allocations.

Competitive Sports Clubs can occupy one of three financial tiers:

1. Tier 1 Competitive Sports Clubs receive **NO** budget per academic year
2. Tier 2 Competitive Sports Clubs may receive a budget of **\$400 or less** per academic year
3. Tier 3 Competitive Sports Clubs may receive a budget of **over \$400** per academic year

If at any time a Tier 1 club would like to move up to become a Tier 2 club, or a Tier 2 club to a Tier 3 club, this can be done by meeting with the Club Administration Coordinator and following their instruction. This applies to all clubs that have a budget, but not to newly recognized clubs who have not yet received a budget and are in the interim period.

## Requesting for Additional Funds

Any Competitive Sports Club can request additional funds from Student Government at any time throughout the year. An Application for Additional Funds (AFAF) can be completed and returned to the SG Director of Organizational Recognition to obtain money for an event/item the club needs help funding.

Student Government will NOT fund:

1. Reimbursement for member dues
2. Payment of a Coach/Trainer
3. Exorbitant financial requests for travel or equipment

## Competitive Sport Club Funding

All Competitive Sports Clubs that comprise the CSCF are given an operating financial account, which is managed through the Club Resource Center Financial Department.

1. What a Competitive Sports Club can use their Account for:
  - a. Motor, Bus, or Airfare
  - b. Lodging
  - c. Tournament and Competition Fees
  - d. Equipment
  - e. Team Uniforms (**MUST** be approved by the Assistant Director of the CCL)
  - f. Rental Fees
  - g. Referees/Judges
  - h. Publicity
  - i. Depositing fundraising, club dues, and donations (which can later be used to pay for items throughout the year)
2. How to Complete Financial Transactions
  - a. All Competitive Sports Club members who complete financial transactions **MUST** be financially certified by the CCL
    - i. Financial certification can be completed online at:  
<http://campuslife.rit.edu/cfc/cfc.swf>
    - ii. Take the online test at the end of the tutorial
    - iii. Upon completion and passing the online test, you may complete financial transactions
  - b. All forms for financial transactions can be completed at the Club Resource Center and may be found online at <http://campuslife.rit.edu/main/clubs/resources>

- c. If you have any trouble filling out financial request forms, please visit the Club Resource Center and request help

## **Travel**

If your club is planning on traveling and needs to book lodging and transportation, you **MUST** see the CCL Financial Coordinator for clubs to set this up:

1. First, your event must be registered with EVR ([campuslife.rit.edu/evr](http://campuslife.rit.edu/evr))
2. Make an appointment at the Club Resource Center with the CCL Finance Coordinator.
3. You must bring the appropriate paperwork (EAF, Room Chart, etc.) to this meeting to book the transportation. Prior to the meeting, you should have researched hotels, airfare, and travel expenses and companies so you are prepared with your needs.
4. Remember, RIT has several contracts with vendors including travel agencies, bus lines and vehicle rental facilities.

**Please do not plan your travel on your own and then expect to be reimbursed by receipts. There are frequent instances in which this can not be done and RIT is not responsible for reimbursing the student as repayment cannot be guaranteed. Non-authorized purchases will be the responsibility of the individual making the purchase.**

## **Hazing Policy**

### **State Law**

In accordance with New York State law and Institute Policy, neither Student Government, nor any organization it recognizes, shall engage in any hazing of any kind.

### **Failure to Comply**

Failure to comply with the above will result in possible revocation of recognized status in the case of a recognized group, or possible impeachment for all parties involved in the case of the Student Government Executive Branch or Senate.

# Agreement to Participate Form

## ROCHESTER INSTITUTE OF TECHNOLOGY RELEASE AGREEMENT

I, \_\_\_\_\_, wish to participate in the \_\_\_\_\_ (the "Activity") offered by Rochester Institute of Technology ("RIT"). As a precondition to participating in the Activity, I have read the following Release Agreement (the "Agreement") and agree to its terms.

1. Assumption of Risk. I understand that participating in the Activity entails inherent risks including, but not limited to, the risks described in the Activity Detail Form. This Activity Detail form may be attached to this agreement or may be viewed at [www.rit.edu/~311www/iaforms.php3](http://www.rit.edu/~311www/iaforms.php3). A copy of this form may also be obtained from the Interactive Adventures program office. I have been given the chance to ask questions concerning this Activity Detail Form and all such questions have been answered to my satisfaction. Having read this form, I am fully aware of the risks and hazards associated with the Activity, and hereby elect to voluntarily participate in the Activity. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me as a result of participating in the Activity, unless caused by the gross negligence or wilful misconduct of RIT, its officers, trustees, agents, employees or volunteers (the "Releasees").

2. Liability Release. In consideration for RIT allowing me to participate in the Activity, I agree I will not sue the Releasees and I release the Releasees from any and all liabilities, claims, demands, actions, causes of actions, costs and expenses of any nature whatsoever arising out of any loss, damage, or injury, including death, that may be sustained by me or to any property belonging to me, arising from the Activity or while upon the premises where the Activity is being conducted, excepting those claims arising from the gross negligence or wilful misconduct of the Releasees.

3. Indemnification. I agree to indemnify and hold harmless the Releasees from and against any loss, liability, damage or costs, including court costs and attorneys' fees, that Releasees may incur arising from my involvement in the Activity, excepting those claims arising from the gross negligence or wilful misconduct of the Releasees.

4. Warranty of Physical Fitness. I warrant that I am physically fit and in a condition that will allow me to participate fully in the Activity. I maintain medical insurance that covers me for accidents and illnesses while I am participating in this Activity. I understand the Releasees have not made, nor will make, any investigation into my physical fitness or ability to participate in the Activity and Releasees are relying on my warranty of my physical condition. I assume full responsibility for payment of medical expenses not covered by this insurance incurred as a result of my participation in the Activity.

5. Emergency Medical Treatment. I grant the Releasees permission to authorize emergency medical treatment as they deem appropriate, and agree that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

It is my express intent that this Agreement shall bind the members of my family and spouse (if any), my estate, heirs, administrators, assigns or personal representatives. I agree that this Agreement and any claim arising from my participation in the Activity shall be construed in accordance with the laws of the State of New York, without regard to its conflict of laws provision. The courts in Monroe County shall be the forum for any lawsuits arising from the Activity or incident to this Agreement. The terms of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal or unenforceable, the validity of the remaining portions shall not be affected thereby.

In signing this Agreement, I acknowledge that I have read both sides of this Release Agreement form, understand it, and agree to be bound by its terms. I further acknowledge that I sign this Release Agreement voluntarily and I am at least eighteen years of age.

Name of Participant (printed)

Signature

Date

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND BEFORE SIGNING. (Rev. 4/98)



## ACTIVITY DETAIL FORM

Name of Activity:

Date(s) of Activity:

Location of Activity:

Description of Activity:

**By participating in these activities you may be exposed to several inherent risks, including by not limited to those listed below:**  
Bruises, scrapes, head and neck injury, concussions, back injuries, broken bones, loss of limb and possibly even death.

In our effort to conduct a safe event, we request that you conduct your participation with the safety of yourself and others in mind.

Please read and sign the Release Agreement on the reverse side of this form.

## RIT Club Sports Injury Report

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SS#: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Circle One: Student Faculty Staff Alumni Guest

Activity: \_\_\_\_\_

Location (facility, field etc.) where injury occurred: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_

How was injury treated: \_\_\_\_\_

Was the Ambulance/EMT called? Yes No

Was the person taken to the hospital? Yes No

Ambulance used: RIT Henrietta Other \_\_\_\_\_

Person filling out this report: Name \_\_\_\_\_

Phone: \_\_\_\_\_

Please return this form to: Hale Andrews Student Life Center, Room 1218,  
Club Sports Office