

Club Sports Manual

Introduction

There are currently 50 Competitive Sports and Recreational Sports Clubs administered by the Rochester Institute of Technology's Center for Recreational Sports 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, or playing recreationally for the love of sports.

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 the Sports Club Federation.

The success of the Club Sports 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 Club Sports Program. Contained in this handbook are the policies and procedures that each sports club is expected to follow. We hope this will be a useful resource throughout the implementation of and future longevity of the program at RIT.

Good luck to you and your clubs this year!

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 are considered to be a part of the Center for Recreational Sports' Student Government Recognized clubs. There are a number of other sport-related student organizations at RIT, but these groups are not advised by Student Government or the Center for Recreational Sports as "recognized competitive sports clubs" on campus, and therefore cannot compete in intercollegiate competitions. Competitive sports clubs are instructional, recreational, competitive, and social in nature with a strong emphasis on competing against other college and university club sports programs.

How do Competitive Sports Clubs Differ from Varsity Sports?

Competitive Sports Clubs differ from Varsity Sports in that the NCAA sanctions varsity sports and provides stringent oversight and regulations. Sport clubs are responsible for their own administration and for most, if not all, of their own expenses. Unlike varsity sports, the student members themselves manage the sports clubs in which they participate. Sports clubs are required to have a faculty advisor and, additionally, some are required to have a coach who is hired as an adjunct via the Center for Recreational Sports, the department that oversees 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 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 competitive sports clubs in that competitive sports clubs travel to college and university campuses/cities to compete, and schedule their own practices, games, and tournaments. In intramurals there are no practices, and the environment is completely within RIT.

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 sports teams. Recreational sports clubs are recognized by SG's Club Review Board and abide by all SG policies and procedures for clubs.

I. RIT Club Sports

As defined in the NIRSA (National Intramural and Recreational Sports Association) Sport Club Handbook, a club sport is:

"A group of students voluntarily organized for the purpose of furthering their common interests in an activity through participation and competition. Sport clubs are strictly voluntary. The clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations,

organization, administration, budgeting, and scheduling, as well as the development of skills in their particular sport. Involvement in a group and team situation helps enhance the student's overall education while living in the university setting..."

Sportsmanship is an important part of the RIT Club Sports experience. All participants represent RIT and are expected to maintain the highest levels of sportsmanship both on and off the playing surface.

As a coach or team leader, you should:

- Let the officials call the game/match without interference or harassment.
- Abide by the decisions made by the officials (regardless of whether you agree with them or not).
- Be gracious in defeat, and respectful in victory.

Remember, lead by example, and compete hard and within the bounds of the spirit of competition. Be a gracious host to visiting teams and a gracious guest when traveling. Above all, be a proud and spirited representative of RIT and the RIT Club Sports Program.

II. Club Sports Classification

Club Sports Teams/Organizations at RIT are organized into two classifications, both reporting to the:

a. Competitive Sports Teams

These clubs compete in scheduled contests, games, or matches against outside institutions or organizations. They are generally associated with a recognized collegiate league or organization. All competitive sports clubs are encouraged to have a volunteer coach and in some cases the team may be required to have a coach that is employed by the university as an adjunct. The club holds regular practices to prepare for competition within a league/conference, schedules contests with other university/college sport clubs in seasonal competition format, and secures a qualified coach/instructor to ensure proper instruction, skill development, techniques and strategies for safe, effective play and competition.

RIT Competitive Sports Teams:

Alpine Ski
Anglers
Bowling
Cricket
Curling
Cycling
Equestrian
Fencing
Field Hockey
Football
Freestyle Snowboard
Gymnastics
Hockey, Men's
Hockey, Women's
Lacrosse, Men's
Lacrosse, Women's

- Paintball
- Quidditch
- Racquetball
- Rock Climbing
- Roller Hockey
- Soccer, Men's
- Soccer, Women's
- Ultimate Frisbee, Men's
- Ultimate Frisbee, Women's
- Volleyball, Men's
- Volleyball, Women's

b. Recreational Sports Clubs

These clubs are generally not affiliated with a collegiate league or conference. They offer their members participation in a scheduled activity solely for the participant's enjoyment, with no competition against outside institutions or organizations (the only exception would be low-level scrimmaging at home games). All recreational sports clubs must have a club advisor. The club schedules practice/meeting times for open play and/or learning through playing. There are limited opportunities for games, matches or tournaments, either on individual, dual or team level. In this category instruction guidance can occur between members with more experienced players guiding less experienced participants.

RIT Recreational Sports Clubs:

- Aikido
- Archery Club
- Badminton Club
- Capoeira Angola Quintal
- Disc Golf
- Goalball
- Golf Club
- Gymnastics Club
- Handball
- Historical European Martial Arts
- Judo Club
- Kali
- Kendo Club
- Roundnet
- Running and Multisport Club
- Swim Club
- Table Tennis Club
- Tae Kwon Do
- Tennis Club
- Weightlifting

Classification Criteria

Each club's classification status will be reviewed on an annual basis. Competitive clubs who are funded may be moved into the recreational category if they don't meet the criteria determined for all competitive

club sports. Clubs who do not meet the necessary criteria would then be given one academic year to regain their competitive status before being reclassified.

Newly recognized clubs will immediately start out with a “recreational” classification.

Instructional/Recreational

No (or minimal) travel expenses

No (or minimal) equipment expenses

Have less than \$2,000 in average annual expenses

Competitive

Moderate to substantial travel-related expenses

Moderate to substantial equipment expenses

On average, have more than \$2,000 in annual expenses

Compete regularly in various team competitions

III. Club Sports Membership

Membership eligibility for RIT Clubs involvement is restricted to students who have been admitted and are enrolled as full-time students at RIT, whether in classes or on co-op. Further restrictions may be imposed by respective governing bodies of each club sport or by RIT. **Please Note: Per University Policy, students placed on Academic Probation may lose their eligibility to participate in team sports, including the Club Sports Program.**

Based upon the philosophy of involvement and trying new activities, as Student Government (SG) funded organizations, Club Sports Teams may not deny membership to any RIT student based upon his or her skill level or other exclusionary practices. Cuts cannot be made to club teams. However, clubs may designate “A Teams” and “B Teams” for the purpose of competition and travel. Coaches and Team Captains are responsible for determining the make-up of the traveling/competitive team, focusing on involvement and participant safety.

Individuals are not considered eligible to be a part of a Club Sports Team or Organization, and may not participate in any activity associated with the group (such as practice or competitive events) until all required forms (waiver form, hazing form) have been completed and submitted to the (located in).

IV. Competitive Club Coach/Instructor Roles & Responsibilities

Although each Club Sports Team/Organization has different expectations and responsibilities of their Coach, Instructor or Advisor, some basic guidelines are inherent for the RIT Club Sports Program. These include the development of skills, the coordination of team practices, physical presence at all practices

and games, providing assistance in the planning, coordination and evaluation of fundraising activities, following and enforcing safety guidelines (including limiting competitive participation to those students who have the skills and physical conditioning to adequately compete), and the promotion of good sportsmanship. **The Center for Recreational Sports is responsible for making final decisions regarding the hiring of Club Sports Coaches;** the respective club will be involved in the decision making process if possible.

All club coach candidates must be reviewed and approved by the Center for Recreational Sports and, if approved, follow the adjunct staff hiring process outlined by RIT Human Resources. This includes:

- **Completion of the I-9 Form;**
- **Satisfactory completion of the Background Check Form and process;**
- **Creation of the new coach's University ID number by Human Resources;**
- **Completion of the RIT Computer Account process by the Center for Recreational Sports and ITS;**
- **Until the end of the COVID-19 pandemic, completion of the RIT COVID-19 Safety Training seminar.**
- **There may be additional requirements mandated by the Division of Student Affairs.**

V. Student Leadership Roles and Responsibilities

All Club Sports Officers and members must be full-time RIT students, whether in classes or on co-op. To assure the continuity of the Club's leadership, it is recommended that different classes (freshman, sophomores, etc) be represented in the leadership of the group. Officers are expected to be mature, energetic, and honest, to serve as role models, and be attentive to and responsible for the whole team. **Non-RIT students are not allowed to compete or participate in the club sports programs. Clubs are reserved exclusively for the involvement of matriculated RIT students.**

Since the Club Sports Program is focused on student leadership and involvement, the daily operation of any club is the responsibility of its officers. Each officer is integral to the overall success of the club, but the President/Captain is ultimately responsible for seeing that the club functions properly and in an efficient manner.

President and Vice President

- Implement the requirements associated with this Club Sports Handbook.
- Ensure that club officers meet with the Club Staff as needed.
- Working with the club coach, instructor, or advisor, assure the following:
 - All paperwork is filed on time.
 - Accident/Injury Reports are filed within 24 hours of an injury
 - Attend mandatory, periodic meetings as scheduled by the Club Staff.
 - Check the team mailbox in the on a weekly basis.
 - Ensure that each student-athlete has completed the Club Sports Waiver and Hazing Form prior to participation in any Club Sports event.
 - Arrange for scheduling of all practices and events for your team.
 - Arrange for all travel and lodging for away games/events.

Treasurer

- Keep accurate records of club expenditures and fundraised funds
- Work with the President to develop the annual budget request
- Verify that the club budget is balanced at all times

- Assume responsibility for the following (this is not an exhaustive list):
 - Check Requests
 - Expense Reimbursement Forms
 - Officials Payment Forms
 - Purchase Orders or Equipment Purchases

VI. Safety and Risk Management

The safety of participants involved in the Club Sports is of utmost importance. Due to the nature of Club Sports, inherent risk is involved; participants need to be aware that taking part in any Club Sports activity is voluntary. Our program counts on responsible student behavior, team leadership, and the Coach to minimize the risk of injury at all Club Sports events.

Compliance Assistants and Certified Members

All classified competitive club sports are required to have at least TWO Compliance Assistants. At least one compliance assistant must be present at every practice, competition, and training.

All teams have been issued a fully stocked first aid kit for practices and competition (at no cost). The Compliance Assistants are responsible for restocking the first aid kits when necessary, and additionally for passing on pertinent information, the kit, and training materials to their replacement each year.

For all home contests, RITA coverage is required for student-athlete safety. Each club is responsible for making arrangements to have RITA at their home contest. Requests can be made in RIT Events as a part of the event registration process via CampusGroups (it is acceptable if RITA is available on campus and at another event).

a. Physical Conditioning of Athletes

Club members are expected to report to each practice and game in appropriate physical condition to participate in the activity safely and without personal endangerment. It is the responsibility of each member to properly train and prepare for the activities required for participation in the club's scheduled events.

b. Emergency Procedures & Accident/Injury Reports

For any Accident or Injury that occurs during practice or competition, an **Accident/Injury Report** must be filed by the Captain or Compliance Assistants. This form must be submitted via CampusGroups or turned into no later than 24 hours after the accident/injury. If an accident or injury should occur, the following system is to be followed:

1. **First:** seek medical attention if necessary. If on campus, call Public Safety.
2. Complete an **Accident/Injury Report Form** and submit online via CampusGroups within 24 hours of the accident.
3. Any injuries deemed severe enough by the Center for Recreational Sports, including contact to the head, will be required to submit medical clearance paperwork from the Student Health Center or the student's physician to following the incident in order to continue play. Students are not cleared to play or practice with their team until they have been cleared and proof of paperwork has been shown.
4. Injuries that require a physician's consultation and/or hospital stay fall under the coverage of the student's state-mandated primary insurance carrier. (All students should have this prior to

enrollment at RIT). ***RIT is not responsible for medical bills or expenses related to injuries acquired as a result of participation in club sports events.***

Off Campus:

Serious injuries (i.e. life threatening, head injuries, serious lacerations) should be reported to 911 immediately. It is good practice to follow the policies of the institution you are visiting regarding emergency protocol. The Compliance Assistant should be able to provide the student's first and last name and a brief account of the incident to emergency responders. An injury report still needs to be filed in these cases.

VII. Participants Conduct Expectations

Admission to the University brings with it the expectation that students will abide by the Student Code of Conduct, and be responsible and respectful members of the campus and greater community. It is important that Club Sports participants and teams represent the University in a positive manner, including behavior in game situations that reflect true sportsmanship. Inappropriate conduct by a team member or a team while participating in a Club Sports related event may jeopardize the club's continued status as an active Team or Organization.

a. Alcohol or Other Drug Use Policy

For the safety of our club members, absolutely no alcoholic beverages or glass containers of any kind are permitted at any Club Sports event by participants, coaches, instructors, and advisors. This includes during the transportation to and from a game or practice, at any club sport contest, practice, meeting, and at any club sponsored social event. Any infractions of this policy will be investigated and will be processed through the student conduct process.

It's important to note that Club Socials are not sponsored by the University or the Center for Recreational Sports. Any use of alcohol at these functions is expected to comply with the laws of the State of New York as well as any and all University Policies and Regulations.

Accordingly, no participants, coaches, instructors, or advisors will be allowed to compete if they arrive at the contest/practice/meeting under the influence of alcohol or drugs.

b. RIT Hazing Policy and Compliance

RIT Hazing Policy: Behavior, regardless of intent, which endangers the emotional, or physical health and safety of a Student for the purpose of membership, affiliation with, or maintaining membership in, a group or Student Organization. Hazing includes any level of participation, such as being in the presence, having awareness of hazing, or failing to report hazing. Examples of hazing include, but are not limited to, beating or branding, sleep deprivation or causing excessive fatigue, threats of harm, forcing or coercing consumption of food, water, alcohol or other drugs, or other substances, verbal abuse, embarrassing, humiliating, or degrading acts, or activities that induce, cause or require the Student to perform a duty or task which is not consistent with fraternal law, ritual or policy or involves a violation of local, state or federal laws, or the RIT Code of Conduct.

Every competitive sports club is required to complete the Anti-Hazing Policy Compliance Form. This form needs to be completed by the date advertised on the Important Dates Sheet for clubs – the form entails that the club is made aware of the RIT Hazing Policy and that every E-board of a competitive sports club signs off.

Compliance Guidelines Coaches/Safety Officers Process/Hiring & Payment

To receive the benefits associated with being a recognized club sport, all clubs must remain compliant with paperwork and meeting requirements. Failure to meet these requirements may result in loss of practice time, facility usage, funding, and/or club status. Club teams must register all events, including practices, clinics, and competitions, through the event management system (<https://reserve.rit.edu>).

For space/facility reservations for your club team, some common contacts are below:

Gordon Field House (GOR)

Primary - Marcellus Stephens: mtsua@rit.edu

Secondary - Brian Cummings; bpcua@rit.edu

Gene Polisseni Center (GPC)

Primary – Carl Palmieri; cwpua@rit.edu

Hale-Andrews Student Life Center (SLC/HAC)

Primary - Megan Hyde; mxhrec@rit.edu

Secondary – Jennifer Lewis; jllped@rit.edu

Required Compliance: Club Officers

To remain in full compliance:

- Each club must have two active compliance assistants at all times;
- The Center for Recreational Sports will facilitate mandatory training for all Compliance Assistants;
- If the meeting is missed, the Assistant is responsible for scheduling a makeup meeting with the Club Sports office prior to the set deadline. Failure to attend full compliance assistant training or schedule a makeup will lead to the club's accounts being frozen and loss of facilities and travel.

Each competitive club is required to send one member to the Competitive Sports Club Federation on a weekly basis.

Competitive Club Sports Federation

One designated club member MUST be present for all Federation meetings. If they cannot be in attendance, they must send another representative from the club.

Unexcused absences will result in the following sanctions:

First: Written warning issued to club e-board;

Second: Club is placed on hold until meeting with Club Sports staff;

Third: Club continues to stay on hold, loss of practice facilities for at least one week and potential probation-club must meet with Club Sports staff;

Fourth: club probation, all practices suspended and potential game schedule, and meeting must occur with Club Sports staff.

Competitive Club Compliance Assistant Training

1. Each Compliance Assistant of a Competitive or Recreational sports club must complete training each year (provided at the beginning of fall semester). It is understood that at least one of these persons must be on site during club activities, practices, games, and the like.
2. All coaches must complete this training
3. The Compliance Assistant will also assist club in completing other safety requirements to be met by the club, including (but not necessarily limited to):
 - Oversight of first aid kit;
 - Completion of equipment inventory procedures;
 - Development of written emergency procedures for the club;
 - Oversight of Anti-Hazing form signatures and training;
 - Adherence to safety guidelines/regulations set by governing bodies for the sport.

First Aid Kit:

A first aid kit is to be issued to every sport club. The club is responsible to replace any lost kits, and the kit must be on site for all club activities.

Use of SLC Lockers

There are a limited amount of lockers available within the Student Life Center. These lockers are reviewed on a yearly basis. If your club is in need of storage space, please email Chris Terwilliger at cwtcri@rit.edu.

Funding

All Sports Clubs are given an operating financial account, which is managed through the Center for Recreational Sports.

Club teams can use their Club Budget Account for:

- Motor, Bus, or Airfare
- Lodging
- Tournament and Competition Fees
- Equipment
- Team Uniforms (with CRS approval)
- Rental Fees
- Referees/Judges
- Marketing & Publicity
- Depositing fundraising, club dues, and donations

How to Complete Financial Transactions

- All Sports Club members who complete financial transactions MUST be financially certified by the CRS. Financial certification can be completed online at:
<http://www.rit.edu/studentaffairs/campuslife/>

Waivers

The University requires that all members of Club Sports teams sign a waiver before participating in any team related event including, but not limited to, practice, travel, or competition. The waiver will cover the academic year

If the club has non-club members who are competing in a club sponsored event they must sign a waiver for the individual event. The events team will notify club representatives if an alternative waiver is required.

EAFs and Invoicing

All budget requests (EAFs) should be made using the Request Payment button on the right side of your Accounting Book in CampusGroups. All EAFs must come from the current year's Budget, **not Group Funds**. Any EAFs submitted using Group Funds will be rejected and returned to the requestor for re-submission using Budget money.

Once an EAF is approved, the requestor will receive an email notification to set up an appointment with the Club Sports staff in the Student Life Center. At the appointment, a club representative will sign out the procurement card, make the approved purchase, and submit all receipts to Club Sports staff or clubsports@rit.edu.

- Procurement cards should be returned to Club Sports staff by 10:00 am the next business day
- Check receipt/invoice to make sure there was no sales tax charged
 - If sales tax was charged, contact vendor/return to store to resolve

Invoices should be sent at the end of each month and reflect actual usage (ex. \$163.50 for 14 guest passes, not \$100 for the month of November). Attach to the invoice a list of names and RIT email addresses of the RIT students who participated.

All invoices and orders must be billed and sent to:

**Rochester Institute of Technology
Student Life Center (Building 23), Room 1212
113 Lomb Memorial Drive
Rochester, NY 14623**

Orders may not be billed to club members or sent to personal or other on-campus addresses.

Contracts with External Venues

Use of any off-campus venue for club practices will most likely require a contract that must be reviewed by the RIT Office of Legal Affairs. Clubs are not allowed to enter into any agreement with an off-campus venue unless it has been reviewed by the Center for Recreational Sports and approved by Legal Affairs and the Senior Vice President for Student Affairs.

Apparel

Apparel designs may not use the RIT Athletics logos or word marks in any form, and designs must be approved via submission to clubsports@rit.edu before any orders are placed.

Apparel orders must be received at the Student Life Center Main Office and reviewed for accuracy before any invoices will be paid.

Travel

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

1. First, your event must be registered with RIT Events (<https://reserve.rit.edu/>)
2. Make an appointment at with the CRS Club Sports 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/companies so you are prepared to discuss 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 simply by producing receipts. There are multiple reasons that preclude this from being done and RIT is not responsible for reimbursing the student(s). Repayment cannot be guaranteed. Non- authorized purchases will be the sole responsibility of the individual making the purchase.

Advisor Travel Policy

Advisors are able to travel with teams when appropriate and necessary. Travel for coaches who have been hired as adjuncts through the Center for Recreational Sports will utilize a different process for travel expenses and do not fall under the advisor policy. Below are the basic rules & regulations for the policy:

1. Club students need to request on behalf of the advisor, stating the need for why the advisor needs to travel with them and the cause for such. Requests should be submitted through the "Campus Life Clubs" profile page on CampusGroups (campusgroups.rit.edu). Under the 'documents' tab students will be able to access the "Advisor Travel Request Form."
2. All requests need to be made at least three weeks prior to travel.
3. A request needs to be outlined as following:
 - a. Why it is critical that the advisor travel with the team
 - b. Where and when travel is occurring
 - c. Amount being requested
 - d. Nature of need and request
4. A request for travel funds can only be submitted up to two times a semester, and are awarded on a case-by-case basis depending on funds available.

5. Any funding needed above the amount granted can be matched by club funds but this matching can only occur from fundraised dollars, **not from budget dollars that are awarded through the Recreational Sports allocation process from student fees.**

Coach Travel Policy

Coaches are hired as RIT adjunct staff members and must follow all applicable RIT travel policies. Funding for travel is not guaranteed and will be reviewed on a case-by-case basis.

Competitive Sports Club Federation Additional Funding

The Competitive Sports Club Federation (CSCF) has additional funding that is accessible to Sports Federation Members through a formal funding request process. If a Federation club is in need of additional funding they may make a formal request to the CSCF by filling out a funding request form and presenting the form at the next CSCF meeting. CSCF's additional funding **must not** replace the process of accurately forecasting the club's annual budgeting but should supplement the frequency of Federation Clubs' unanticipated events and/or needs (i.e. nationals, team equipment costs, etc.).

CSCF additional funding potentially will cover:

- Travel expenses including motor, bus, airfare, and lodging.
- Hotel expense coverage is limited to \$50 per room per night, unless the room is required as part of a league event/tournament during the regular season
- No personal vehicle related reimbursements shall be allowed unless an extenuating circumstance is presented, as determined by the Federation
- If the Federation deems appropriate, additional funding may cover up to \$0.50 per mile for personal vehicles OVER 300 miles (Destination must be further than 600 miles round trip.)
- Registration/membership expense. This does NOT include planned regular season or regional/Divisional level event entry fees unless approved by the Federation. Entry fees will be covered for National Championship level tournaments/competitions or equivalent tournament at the Federation's discretion.
- Team safety equipment as required by a league. Unanticipated costs for campus events that a club cannot fund with their current budget and previous/upcoming fundraising efforts. Clubs are expected to demonstrate effective planning and fundraising. This includes travel for regional or national events, as well as an unexpected raise in league fees/entry fees

CSCF additional funding will not cover:

Reimbursement for member dues
Jerseys or uniforms of any kind
Food (particularly for travel)
Individual equipment and non-safety related team equipment
Mileage for personal vehicles less than 300 miles
Advisor Travel- please see advisor travel policy above

Fundraising:

- Clubs must raise and/or contribute club funds, dues, donations, or sponsorships to the total of at least 10% of an additional funds request. These funds must have been raised within 1 calendar year of the request date.

Admin/CSCF Meeting Rules:

- A maximum of (2) members per competitive sports club shall be allowed at Sports Federation Meetings, except for shadowing or presentations, which must be approved by the Club Sports Assistant at minimum 24 hours before the meeting.
- A vote can only be indicated by raising the placard/nameplate of the club represented. A “hand” vote will not be accepted.
- Federation members are strongly encouraged to “abstain” from any vote in which they feel biased or unable to make an objective decision.
- Members shall not be allowed to inform the requesting club of the outcome of their additional funds request at any point during or after the Sports Federation meeting.
- The will notify they requesting club, as well as that club’s e-board in writing via email within 48 hours of the end of the meeting indicating the awarded amount and restrictions on what it may be spent on

How to apply for additional funding:

- Fill out a funding request form found at the Recreational Sports Clubs page at CampusGroups.rit.edu.
- Create a visual breakdown of club's budget, including all expenses and income. Including, but not limited to fundraising, member dues, club's yearly allowance, league fees, facility use fees, competition fees, etc.
- Submit the funding request form, including the visual breakdown of the club's budget, which will be sent to the. The will review your funding request and share it with the CSCF.
- You will be asked to present your request at the next CSCF meeting. You will have 5-10 minutes to explain your request and answer questions from the CSCF members.
- The CSCF will deliberate and vote on your additional funding award. The will email you the result of your funding request within 48 hours of the CSCF meeting.

RIT CLUB SPORTS EMERGENCY PROCEDURES CHECKLIST

Emergency Procedures

These existing procedures should be distributed to key leaders on your team. **Any accident or injury that occurs during or to/from practice or competition requires the completion of a RIT Club Sports Accident/Injury Report. As a reminder, all Club Sports competition requires the on-site physical presence of RITA at all events if indoor coverage is not available.**

Accidents or Injuries

RITA, Public Safety will administer initial treatment.

1. On campus practice:
 - Call Public Safety (585-475-3333) (This is how RITA is requested)
2. To and from practice site and/or away contest
 - Call 911
3. Competition at an away site
 - Coach must be aware of the emergency medical procedures (EMS) at given site.
4. Competition at home site
 - RITA *must* be present if indoor coverage is not available.

The Coach/Instructor directly or through a designated club member must insure that the Club Sports Office is made aware of any and all injuries:

- Complete an **Accident/Injury Report Form** within 24 hours of an injury occurring at a club function, involving but not limited to: practice, contest, meetings, fund-raisers and travel. (form is available on campusgroups.rit.edu). The Compliance Assistant must complete and submit the accident/injury form.

Injuries that require a physician's consultation and/or hospital stay fall under the coverage of the student's state- mandated primary insurance carrier. (All students must have this before enrolling at RIT and this information should appear on his/her liability form.) This is consistent with the procedure for all RIT students. ***Do Not Send Any Medical Bills to RIT and/or the Center for Recreational Sports.***

*****CLUB SPORTS INJURY REPORTS ARE REQUIRED TO BE SUBMITTED VIA CAMPUSGROUPS.RIT.EDU WITHIN 24 HOURS OF THE INJURY.**

1. Sign into Campus Groups (campusgroups.rit.edu)
2. Using the search function, go to the "Center for Recreational Sports: Clubs & Organizations" CampusGroups page
3. Injury Reports can be submitted under the "Documents" tab
4. Make sure to complete the form in its entirety!

APPENDIX A

Community Supporter and Guest Guidelines

RIT Student Organizations are designed, lead and funded by current, matriculated students. We welcome supporters in the community, both alumni and local persons of interest to the Club. The title of Community Supporters gives some additional privilege than Guests, who must be invited by and be the responsibility of a Student Member, as outlined in the Guest Policy. We welcome the contributions of Community Supporters who bring knowledge and/or skills that the club needs in its endeavor.

The Role of Community Supporters:

The role of a Community Supporter is to bring skills or knowledge that benefit the club's efforts and to work with Student Members. Community Supporters cannot simply use the club as a place to practice the hobby/interest/etc.

Section 1: Becoming a Community Supporter:

In order to become an official Community Supporter, the interested person must approach a member of the Executive Board to begin the enrollment process. As required by RIT, Community Supporters must be able to show that they bring some skills or knowledge that is beneficial to the club, and not simply using the club as a place to practice the hobby/interest. If the Executive Board determines that an applicant satisfies this requirement, the applicant will be required to read and agree to the club's policies and procedures, and sign the Community Supporter Agreement to indicate that they will abide by the policies and procedures set forth by the club and the policies set forth by RIT. This verification and enrollment process will be required to be acknowledged annually. The serious involvement (i.e. beyond coming to meetings and hang outs) of any Community Supporter is at the discretion of the Executive Board, and with the review and approval of the Center for Recreational Sports at RIT.

Section 2: Getting Involved:

If a Community Supporter wishes to become further involved in club activities (beyond attending meetings, seminars, etc.), they can do so only under the direction of a current Executive Board member. A Community Supporter should contact an Executive Board member for approval if they wish to further their involvement. If a Community Supporter wishes utilize club space to work on a project, equipment, etc. they must notify an E-Board member and have their approval. There must also be a Student Member present as outlined in Section 4. A Community Supporter does not hold any decision making authority in any stage of a project, event, meeting, or other club activity. All decisions shall be made solely by the student and/or Executive Board members. Community Supporters do not have any voting privileges in the organization. All suggestions and advice from Community Supporters are welcomed and appreciated, but they may not finalize decisions. Community Supporters who experience conflicts with a student member may bring this to the attention of the Executive Board.

Section 3: Monetary and Supply Contributions/Spending:

Community Supporters may not purchase or provide their own supplies when working on a club project, equipment, or property. Any supply needs should be brought to the Executive Board, and funds can be appropriately distributed. If a Community Supporter wishes to make a donation, it is required to be processed through the. If Community Supporters wish to donate small amounts of materials this may be done at the discretion of the Executive Board and will need to be catalogued through the Office of Development as a Club Donation. These materials or funds immediately become club property. All projects, equipment, property, etc. designated for the club are the property of the club. Under no circumstances may Community Supporters spend club funds.

Section 4: Club Room/Space Access:

Community Supports shall not be allowed to gain swipe access or access to the combination of club lockers, padlocks, etc. Those who do not have card swipe access to the club room may not be in the room without a card swipe holding member. Those who do not have card swipe access to the room will not attempt to gain access to the room without a card swipe holding member present through the borrowing of IDs, etc.

Section 5: Semester Timeframe:

Following the close of the last meeting of the semester, the Club will have completed all of its official business for the semester. At this time, all work on projects, equipment, property, events, etc. by those other than Student Members in good standing will come to an end. Community Supporters will be allowed access to the room outside the fall or spring semesters under the club's Guest policy only. The period that this applies to shall include winter break, intersession, and summer break.

Section 6: Equipment Storage:

Community Supporters shall be permitted to bring their personal equipment to be used at events, meetings, etc. If a Community Supporter wishes to leave personal items in club storage, they accept the same risk as Student Members, in that the safety and security of equipment cannot be guaranteed. The Club and RIT is not responsible for lost, damaged, misplaced, or mishandled equipment left in storage. Equipment may also be moved to alternate storage locations without warning. Any personal property/ equipment may not remain in club storage without being used for more than one month, unless otherwise noted by an Executive Board member. A Community Supporter may store a small number of items in the club room; however space constraints mean priority will be given to Student Members, under the approval of the Executive Board. Community Members may be asked to remove property from storage at any time and for any reason.

Section 7: Dues and Additional Club Activities:

There are no dues charged for Community Supporters, but donations are always appreciated to aid in the construction and maintenance of the club. Community Supporters are welcome to attend annual club events, but are required to pay a small fee to cover the cost of provided meals, etc. Community Supporters will also be required to purchase a club t-shirt should they wish to have one.

Section 8: Club Open Houses

Club open houses, fairs, etc. are to be staffed with preference given to Student Members. When necessary, Community Supporters shall be allowed to be called upon to volunteer their assistance when appropriate.

Section 9: Guests of Community Supporters:

Community Supporters may not invite Guests to the club room as they do not meet the requirements needed to be a Guest Sponsor as outlined in the Guest Policy.

Section 10: Removal

In the event that a Community Supporter does not adhere to the guidelines and policies set forth by the club and by RIT, their status as a Community Supporter may be revoked, as determined by the Executive Board. If issues arise, they will be addressed by the Executive Board in consultation with, and the violator given the opportunity to correct their behavior. If violations of policy continue, the status of Community Supporter can be revoked by the Executive Board. In such instances, the person may only be welcome under the club's Guest policy. If serious circumstances necessitate, a person may be asked not to return in accordance with University policy.

Section 11: Competition/Representation

Community Supporters and Guests are not allowed to represent and/or compete for RIT or their respective RIT Club in competitive games, tournaments, intercollegiate events, or other forms of competition. This policy includes the participation in athletic competition, as well as other forms of competition such as artistic, knowledge-based, engineering, business, or similar competitions in which RIT Club members compete against non-RIT students or the outside community.

Guest Policy

The RIT Club is open to visits by Guests. All Guests are welcome during normal club meetings and during open houses or fairs. Any Guest that wishes to participate in these activities must do so under the invitation and guidance of a Student Member. The student who invites the Guest must sponsor them for the entire duration of their visit and is responsible for their behavior. The Student Member is responsible for any damages that

may occur as a result of a Guest's participation and is also responsible for ensuring that any equipment is returned to the condition it was found in or better.

CONCUSSION

A FACT SHEET FOR STUDENT-ATHLETES

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a blow to the head or body.
 - From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- **Can happen even if you do not lose consciousness.**

HOW CAN I PREVENT A CONCUSSION?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

Don't hide it. Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

Report it. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.



**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.
WHEN IN DOUBT, GET CHECKED OUT.**

For more information and resources, visit www.NCAA.org/health-safety and www.CDC.gov/Concussion.



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