

CLUB SPORTS COUNCIL

POLICIES AND PROCEDURES MANUAL /
CLUB SPORTS HANDBOOK
2013-2014

MIT ASA/DAPER

Contact the Club Sports Council at *csc-officers@mit.edu*



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Club Sports

Mission Statement:

The mission of the Club Sports Program is to provide MIT students with enhanced opportunities to pursue instructional or competitive athletic interests while encouraging lifelong fitness, leadership, and personal growth.

Introduction:

MIT's Club Sports Program complements the Institute's intercollegiate athletic and intramural programs. Membership in a club is open to all MIT students, faculty, staff, alumni and spouses thereof with a valid DAPER membership. It is our desire to extend to each student at MIT the opportunity to participate in a Club Sport. These sports can be competitive, recreational, or instructional in nature, as clubs may represent the Institute in intercollegiate competition or conduct practice, instructional, social and tournament play.

The Club Sports Program is overseen by the Club Sports Council (CSC) with additional professional guidance from the Director of Club Sports in the Department of Athletics, Physical Education, and Recreation (DAPER). Each club is formed, developed, governed, and administered entirely by its student membership. The key to the success of this program is active student leadership and participation. The policies and procedures outlined in this handbook apply to all recognized clubs governed by the CSC that have been established by the CSC in coordination with DAPER and the Director of Club Sports.

Club Sports Council

The Club Sports Council (CSC) is comprised of MIT students (Officers) elected by the student officers of all club sports. The purpose of the CSC is to represent club sports in all administrative matters, including but not limited to representation within the MIT Department of Athletics, Physical Education, and Recreation ([DAPER](#)) and the MIT Association of Student Activities ([ASA](#)). Among other things, the CSC distributes and oversees club sports budgets, approves club sports space allocations, approves club sports instructors, and generally advocates for student interests as they relate to club sports. For details of CSC processes and election of officers please see the [CSC constitution](#).

Club Membership

Club Sports are only open to MIT affiliates with a valid DAPER Membership. All Clubs must have 50% or more students at all times **with at least 5 students**. Any club with fewer than five members for more than two consecutive semesters raises the risk of being disbanded.

MIT Affiliation Requirement

A person is considered affiliated for Club Sports purposes if he or she satisfies one of the following criteria:

- MIT undergraduate or graduate student
- MIT alumni
- MIT faculty or staff
- Cross-registered student through registrar
- Visiting student employed at MIT
- Spouse of any of the above
- College age children of affiliates if they are between the ages of 18 and 23

All participants must have a valid MIT ID card identifying their affiliation, and a current athletics membership. Membership is free for MIT students; other affiliates need to purchase a DAPER membership. Cross-registered students must also officially cross-register through the MIT registrar and obtain an ID via the MIT card office; the Club Sports Council does not have a role in facilitating cross-registration at MIT.

All participants must also have health insurance meeting [Massachusetts' Minimum Creditable Coverage \(MCC\) standard](#). Medical coverage is a condition of enrollment at MIT, so all MIT students should already [meet this requirement](#).

Clubs may have additional restrictions. For instance, they may compete in leagues that are limited to undergraduates, or to a particular gender. Contact individual clubs for details.

Rosters

Clubs must maintain their active rosters on the online CSC database. Thorough and complete updates are mandatory in December and April of each year.

Each club has the duty to determine the definition of an active member of the club. Competitive teams will typically use the people listed on their competitive rosters. Instructional Clubs could use a mixture of the following:

- Dues paying members
- Attend certain % of practices
- Does the instructor know who you are
- Do the club officers know who you are

Waivers

All participants in any Club Sport activity are required to sign a liability releasing waiver before taking part in the activity. Club leaders are responsible for having the new and old members of their clubs sign a waiver form at the beginning of every academic year and/or before joining a class for the first time.

Waivers must be signed by all members at least once a year. The cycle is restarted in September of each year.

Waivers must be dropped off once a semester in the CSC mailbox on the second floor of the Z-Center. The submission deadlines will be heavily advertised and will be in mid-December and late April.

A copy of the waiver can be found in Appendix A and [can be found online](#).

Instructors/Coaches

Full-Time Passes

An instructor is considered 'full time' if he or she is regularly present at club practices. Full time instructors are entitled to an instructor pass, which gives them access to the Z-Center. Clubs are allowed to have two full time instructor passes. In very special cases, clubs can petition for a third full time instructor pass by emailing the CSC. An instructor's access to the Z Center will expire every June 30th and needs to be renewed annually, which CSC handles over the summer. An instructor's ID card needs to be reprinted every two years.

To request or renew an instructor ID card, please go to the club sports website to fill out the appropriate forms.

Single Day Passes

Clubs may request single day passes in order to give a guest instructor who visits only once to teach special skills or techniques access to the gym. In order to request a single day pass, please email csc-officers@mit.edu and provide the guest's name, reason for visit, and date of access.

Instructor Payment

There have been some important changes in the way instructors are paid. If your club has *any* instructors whom you pay (for single sessions or on a semester/year-long basis), this pertains to you.

In summary, in response to directives from the State of Massachusetts, *all* instructors must be MIT employees. MIT has created an employment category with no overhead for these instructors for the time being to fulfil the needs of student-run clubs. This has particularly important implications for payment timing and tax reporting/withholding.

Details Regarding Payment Process

Under the directives of the State of Massachusetts, MIT has made an adjustment to the process by which it pays individuals who serve as “Instructors” to student organizations. Previously, these individuals have been paid as “independent contractors” via a W-9 tax form. The State of Massachusetts has deemed these individuals must be paid as “employees”, through a W-4 tax form. Outlined below is a summary of the new process, who this affects, and support resources available.

What is the New Process?

The agreement between the student organization and the individual is an employer/employee relationship. This means that a contract is not required. Instead, please use the “[employment agreement](#)” template found on the SAO website. Please include a description of duties, hours and dates, and pay per month. These individuals will be paid on the last work day of every month.

The individual will be responsible for making arrangements with DSL Administration’s human resources personnel to submit employment paperwork. The documents which the individual will need to submit, in person, are the I-9 Immigration Form and the W-4 Tax Form. Both are available on the SAO website. Please have the individual contact Alicja Estabrooks (estabroa@MIT.EDU), in DSL Administration, to make arrangements.

The Treasurer (or other financial signatory) will also submit a copy of the employment agreement to Colin Codner (cmcodner@mit.edu) in the Student Activities Office.

***Important: If the HR forms and the Employment Agreement are not submitted by the 15th of a given month, the individual will not be paid until the end of the following month.*

Who Does This Affect?

This new procedure will affect all individuals who are deemed to provide “instruction”. This includes, but is not limited to, coaches, teachers, directors, etc. It does not matter the frequency or duration of the assignment, only purpose. For example, an individual hired for one week to teach a course must be paid through this payroll system the same as the coach hired for the entire semester.

This procedure specifically does NOT include “performers”, specifically, musicians, performing artists, etc. It also does not include companies which are hired to provide “instructional services”. Also, it is important to point out that in the event an MIT student is to be paid, the student must always be paid through the existing MIT payroll system process for students.

***Important: As an incorrect designation may result in significant delays, please, ask first if there are any questions about whether this will affect a particular individual.*

What Support Resources are Available?

The SAO website (<http://studentlife.mit.edu/sao/finance>) has forms and other information available which will assist students in this process. Furthermore, please contact Colin Codner (cmcodner@mit.edu) with any specific questions.

Facility Reservations

Rules on Facilities Usage

To make reservations, please contact Sandy Lett (slett@mit.edu) and make sure to CC the csc-officers@mit.edu list. If there is a conflict in your reservation request, let the CSC officers know and we will try to work it out.

Practice space reserved in the name of club sports may only be used by members of the club and other MIT affiliates eligible to join. Club sports teams competing against other teams must be at least 50% students and all team members must be MIT affiliates.

Hosting Tournaments/Events

Eligibility: Club sports teams competing against other teams must be at least 50% students and all team members must be MIT affiliates.

Clubs must notify the CSC by emailing csc-officers@mit.edu if they plan to host a special event or tournament at MIT. In addition, clubs must submit a tournament hosting form at least two weeks before the event is held. This form can be found on the club sports website. The CSC will review the event and work to address any issues that may come up.

Some general notes for events include:

1. If a club plans to invite a special guest, that guest will be able to enter the facilities for free as long as the CSC has been notified of the guest's name.
2. If a club plans to charge for the event, then the club must either pay established DAPER facility fees or require the non-MIT guests to buy a day pass.
3. If a club plans to invite another team for a scrimmage or invite members of another school for a joint practice during the club's normal practice times, the non-MIT participants may enter for free as long as the CSC has been notified of their names and the MIT club visits the other school and is allowed free access to their facilities.
4. If a club is hosting a tournament that involves non-MIT members and extends beyond the normal club practice hours, and the club is not charging the non-MIT teams a participation fee, the club is still expected to pay DAPER facility fees.

Funding

Funding Cycles

Starting in the 2013-14 academic year, clubs can submit requests for funding during the three funding cycles:

- October-January
- February-May
- June-September

This change will allow new club officers an opportunity to establish a budget after they arrive on campus for the start of the term. In order to apply for funding, clubs must submit an allocation request estimating how much they will need for that funding cycle. The allocation request should be broken down into three categories:

- **Regular Funding:** For regional tournaments and regular season expenses
- **Nationals Funding:** To help send club members to a National Championship
- **Instructor Salaries:** CSC will reimburse a club up to \$2000 for instructor payment.

Regular and Nationals funding will be allocated to the CSC funding accounts of each group. Instructor salaries will be reimbursed to the team's main account upon submission of proof of payment and an instructor's contract.

At the end of each funding cycle, each club must submit a budget detailing how much of the allocated money was spent. This budget will be used to adjust funding for the next similar funding cycle (ie the fall budget will be used to adjust funding for a club in the following fall funding cycle). Please note that all CSC accounts will be cleared at the end of each funding cycle.

Funding Cycle Deadlines

Allocation requests must be submitted on the 15th of the month *before* the start of a funding cycle (ie an allocation request must be submitted to CSC on September 15th in order to receive funding for the October funding cycle).

Budgets detailing how much of the allocated money was spent and proof of instructor payment must be submitted on the 15th of the month *after* the end of a funding cycle (ie on February 15th for the October funding cycle).

Rules for Spending Money

Allowable Expenses

Clubs may only spend CSC funds on expenses that fall into the categories listed in the next section. In particular, clubs may not pay for food or items that become athletes' personal property (e.g., mouth guards, groin protectors.)

Adherence to a Budget

MIT requires that clubs be fiscally responsible, as demonstrated by adherence to a budget. As noted above, clubs must submit a budget at the beginning of each funding cycle projecting how much they plan on spending, and a budget at the end of the funding cycle showing how much was actually spent. Major discrepancies (e.g., budgeting \$1000 for travel, and then spending all the travel money on equipment) require prior approval by the CSC; the club needs to explain how unforeseen circumstances led to the need to diverge from the budget. Clubs are audited by the CSC annually, and the club sports program is also subject to auditing by the Institute. Clubs that misspend money are required to pay the money back, and clubs that misspend money deliberately or repeatedly may be subject to loss of funding or possible club shutdown.

Allowed Expenses

Expense	G/L Code	Notes
League Fees	421586	to pay the league fees for the club or the individuals within the club. In the case of leagues that have individual fees, priority is given to the student members of the club.
Officials/Referees	420298	needed for competitions or other scheduled team events. These funds may also be used to cover trainer expenses in competitions.
Tournaments	420140	to pay for tournament entry fees.
Northeast Transportation	420080	to pay for ground transportation expenses within the northeast, such as gas, tolls, car/van/bus rental. Air travel is not allowed.
Short Term Capital Expenses	421827	to pay for items necessary to the club's function that are expected to last for one year or less. Examples are balls, boards for breaking, ultimate discs. to pay for items expected to last the club multiple years. All such items must remain the property of the club, which must make adequate

Long Term Capital Expenses	421818	provisions for long term storage of these items.
Postering	420840	to pay for posters and flyers to advertise your club around campus.

UNACCEPTABLE ITEMS - The following are examples of items that cannot be purchased with CSC funds:

1. Food or beverages
2. Social events
3. Items that will become the property of a club member and not the club
4. Hotel stays for club members
5. Air travel
6. Gifts
7. Uniforms

Club Sport & Student Activities Office Travel Policy

Located here: <http://studentlife.mit.edu/sao/finance/travel>

What is travel?

- Anything that involves traveling off campus
- Anything that involves an overnight stay
- To be included:
 - o Gas
 - o Food
 - o Lodging
 - o Registration fees
 - o Activity fees

Forms to Submit:

1) Student Activities Travel Form

- Needs to be completed and dropped off (W20-549) or emailed (funds@mit.edu) to the SAO office to arrange pre-payment of travel reservations.
- Form can be found in Appendix A and on the SAO website, <http://studentlife.mit.edu/sao/finance/travel>

2) Club Sport Travel Itinerary

- Needs to be completed and emailed to the Club Sports Office csc-travelroster@mit.edu no later

than 5:00pm, 2 business days prior to leaving campus

- Include [Team Name, departure date] in email subject line
- Form can be found in Appendix B and on the Club Sport website, <http://mitclubsports.weebly.com/travel.html>
- Failure to submit Travel Itinerary will result in i) courtesy reminder after 1st offense, ii) \$25 fine after 2nd offense, iii) \$100 fine for each subsequent offense.

Domestic Travel

1. Complete the Student Activities Travel Form & Club Sport Travel Itinerary
2. Read/Review the travel cheat sheet (see below)
3. Hand in Travel Voucher upon return from trip
 - a. All travel reimbursements for MIT Students and Staff should be completed by going to this link: http://web.mit.edu/sapweb/PS1/procurement_home.shtml and clicking on Concur travel Expense in the left hand column.
 - b. For NON-MIT people please complete the paper travel expense voucher and submit to SAO.

International Travel

1. Complete the Student Activities Travel Form 4 weeks out to ensure payment
2. Complete the Club Sport Travel Itinerary
3. Read/Review the travel cheat sheet (see below)
4. Meet with a member of the SAO staff to talk about trip
5. Review the International Travel Checklist
6. Review the International Travel Packet and SOS Card
7. Be sure to let us know if you are getting money from other departments/PSC
8. Prior to making arrangements make sure to read [MIT's Foreign Travel Policy](#)
9. Check with the MIT Medical Department to ensure that travelers have the correct shots and vaccinations
10. Make sure they have current passports and visas for your destination
11. International students need to be aware of implications of foreign travel on their visa status
12. Furthermore, groups should make sure SAO has a copy of:
 - Roster of students who are on the trip
 - Travel itinerary with dates, destinations and contact information for hotels, hostels, etc.
 - Expected return to campus
 - Copies of passports and visas in case of an emergency and emergency contacts for traveling students
12. Hand in Travel Voucher upon return from trip

If this is not done before they travel they will receive a letter on the back side explaining what to do in the future.

Travel Cheat Sheet

What you need to get a reimbursement:

PLANE TICKETS	International flights need ticket stubs
	Continental US no ticket stubs needed
	Flight Invoice with cost of ticket on it
	Credit card statement
MILEAGE	Standard is 0.50/mile
	Need to have mapquest/yahoo printout
TOLLS	Fastlane statement
	Receipts
BUS	Ticket stub
	Invoice with zero balance or credit card statement
CAB	Receipt
MBTA	Charlie Card Receipt
HOTEL	e-mail confirmation of rooms
	Zero balance statement
	Credit Card Statement
MEAL	Itemized receipts
	"no alcohol"
CAR RENTAL	"zip cars" are ok – need to have a receipt – no tax
	NO 15 passenger vans
	No purchasing of extra insurance (MIT covers you)
	No drivers that are not "MIT"

Athlete Safety

The following resources are available to clubs to help ensure athlete health and safety.

Monday Morning Clinics - MIT Sports Medicine and MIT Medical cooperate to offer a Monday morning clinic for evaluation of sports injuries sustained by MIT students. For details on how to make an appointment, visit the [Kasser Sports Medicine Center](#) website.

First Aid Kits - The Club Sports Council also provides first aid kits to all clubs. We encourage clubs to ensure that first aid is available at all practices and games. Please contact the CSC if your club requires additional supplies. If you just need ice, the staff at the Main/Vassar desk should be able to help you.

Emergency Cards - For urgent injuries, we suggest that athletes keep an [Emergency Card](#) on hand. These cards also have numbers to call in case of an automobile accident and other important contact information, so clubs should bring them whenever they travel.

Club Sport Emergency Contacts

Serious Personal Injury – Transfer to Hospital and/or Life Threatening Incident

Make sure scene is safe. Designate someone to stay with and assist injured person(s)

1. Contact Local Police: Call 911 if off campus
Call MIT Police if on campus 617-253-1212 or 100

2. Contact Jamie Drahos, Manager of Club Sports

Cell: 617-686-9938 Office: 617-324-7376

If Jamie doesn't pick up, leave voicemail and call:

2a. Dan Martin, DAPER Assistant Department Head

Cell: 617-593-5030 Office: 617-253-5003 Home: 781-383-3279

If Dan doesn't pick up, leave voicemail and call:

2b. Julie Soriero, DAPER Department Head

Cell: 719-492-0550 Office: 617-253-4499 Home: 617-714-3860

Personal Injury – non Life Threatening

Within 24 hours, submit club sports Injury Report Form* to **Jamie Drahos:**
W35-297, jdrahos@mit.edu

*Available on club sports website

Questions you will be asked

1. Your name
2. Event/accident description
3. Name(s) of injured
4. Hospital name(s)/location(s)
5. Cell #s for two contacts
6. Questions from caller
7. What are next steps on site

Questions Regarding

Financial Arrangements:

Colin Codner, Assistant Director for Student Activities and Finance

Office: 617-253-0194 Cell: 203-482-1335

cmcodner@mit.edu

Rental Vehicles:

Budget 617-577-7606

Avis 617-534-1430

Motor Vehicle Incident

If injury to travelers and/or significant damage to vehicle

1. Contact Local Police: Call 911 if off campus
Call MIT Police if on campus 617-253-1212 or 100

2. Contact Jamie Drahos, Manager of Club Sports

Cell: 617-686-9938 Office: 617-324-7376

If Jamie doesn't pick up, leave voicemail and call:

2a. Dan Martin, DAPER Assistant Department Head

Cell: 617-593-5030 Office: 617-253-5003 Home: 781-383-3279

If Dan doesn't pick up, leave voicemail and call:

2b. Julie Soriero, DAPER Department Head

Cell: 719-492-0550 Office: 617-253-4499 Home: 617-714-3860

Within 24 hours, contact MIT's Office of Insurance if you were driving a rental vehicle:

Damual Greaves

Office: 617-258-8481

dgreaves@mit.edu

Emergency Medical Technicians - Clubs may also arrange to have EMTs on hand for games via [MIT EMS](#). This is required for some clubs, and the CSC can help pay for it. (The expenses are categorized under Referees/Officials.)

First Aid / CPR / AED classes - The Club Sports Council periodically arranges subsidized First Aid / CPR classes for clubs. We will announce these opportunities to club leaders when they become available.

For additional injury treatment options, please consult with MIT Medical or your health care provider. Note that neither MIT nor the club sports program, club athletes, or officers are responsible for injuries sustained as a result of participation in club sports; all participants are required to sign a waiver.

Club Sports Property

All club equipment purchased with CSC funds is MIT property and care should be taken not to needlessly destroy or lose this gear as replacement funds may be difficult to secure in the case of negligence. No large equipment can be purchased before a suitable storage location is arranged for it though the CSC and DAPER facilities.

- Lockers - Club sports are allocated a row of large lockers along the hallway of the second floor of DuPont. The CSC oversees distribution of this shared resource. Clubs must keep the tops of their assigned lockers clear and should take care to keep the lockers locked.
- Mats - The mats in Squash Court #5 of DuPont belong to Club Sports and should be treated with care and kept clean.

The DAPER Brand

Use of the MIT or DAPER brand or Logo on any T-shirt or other apparel is subject to review and approval by the appropriate body.

For the use of the MIT brand consult the MIT Technology Licensing Office and the MIT Publishing Services Bureau's [Merchandise website](#). This is to ensure that any T-shirt or other items club's may have made don't violate the MIT copyright or trademarks.

Jerseys/Uniforms uniforms must be clearly identifiable as belonging to a competitive MIT Club Sport. Namely, in all uniforms, MIT colors (Cardinal Red and Grey) should be used – white and black elements are also acceptable. Some leeway in the exact shades of these colors will be granted to allow teams more options, however colors that are clearly not MIT (eg. yellow, blue, orange, green) are not acceptable.

Lettering for the uniforms should be appropriate to the style of that uniform. In all cases, the most prominent design element on the uniform should be "MIT."

Numbers on uniforms will only be covered by uniform funding if the rules of the sport in question (or of the league) require them. No personalization may be done on uniforms paid for by CSC uniform funding.

Sponsor's logos may be acceptable; however this will require a separate petition by the Club to the CSC. In no case may the sponsor's logo be the most prominent element of the uniform design – that must always be "MIT". Additionally, the costs of adding the logo will not be covered by CSC uniform funding and should be provided by the Club or MIT-approved sponsor.

For the use of the DAPER Logo please submit your designs to the DAPER Director of Communication, Marketing and Promotions - Mindy Brauer (mbrauer@mit.edu) for approval.

Club Assessments

At the beginning of each academic year, the leaders of each club will have the opportunity to meet with the CSC in order to evaluate the health of the club. The purpose of this meeting will be to ensure that the club has the resources it needs to be sustainable. Each club must fill out an assessment form prior to its meeting with the CSC, which will include such information as:

- A list of current club officers
- The club's active membership roster
- Explanation of unspent funds
- Projected budget for upcoming year

Suspension and Derecognition

One of the duties of the Club Sports Council is to act as the judiciary body for the Club Sports Program. As such, when clubs are found to be violating CSC, DAPER, ASA, or SAO policies, abusing shared resources, or becoming too small of a group to remain viable; the CSC has a variety of corrective measures available.

Violations

On most occasions where a club does something wrong it is out of ignorance of the rules. The CSC will usually use an e-mail or a meeting to explore the situation and remedy the problem. 95% of issues are handled this way with no further impact to the club. However, willful failures by clubs to follow the proper procedures as set forth in this Handbook and on the Club Sports Website will result in corrective action and may result in sanctions described below.

Some specific examples of rules that are frequently broken include:

- Having unaffiliated persons at a club practice or match
- Spending Club Sports money on unapproved purchases

Penalties

The Club Sports Council has two levels of sanctions available to it: some level of suspension and derecognition.

Suspension

- Financial: Access to all funds, both CSC and Main account may be frozen. Future funding may be reduced or eliminated.
- Facilities: Access to DAPER facilities and the priority reservation status granted to Clubs may be revoked. Club may be forbidden from meeting until the situation is resolved.
- Instructors: Instructor/Coaching access to DAPER may be paused or revoked if the instructor in question is involved in the issue.

Derecognition

Clubs who repeatedly fail to follow the CSC and DAPER policies will be removed from the Club Sports Program through the derecognition process. Many attempts to correct the problems and a minimum one month of warning will be given by the CSC before a club is removed.

Also, clubs whose focus has shifted or whose needs can be met in other ways may be reclassified as either an ASA group or a DAPER Recreation Group. Often, clubs are derecognized because they have grown too small to be sustainable. This is a natural process as the MIT student population's interests change over time.

Forming a New Club Sport

The Club Sports Council Officers will review applications for the new club recognitions in the spring of each year. Prior to the official recognition process, groups should look at the application packet below and contact the CSC at csc-officers@mit.edu to ensure the new group is a good match for the Club Sports program before the application process. The CSC will consider the following criteria when evaluating applications for new clubs:

1. Membership/Leadership - Groups must be student formed and led and membership must be sustainably at least 50% students. Additionally, all members must be MIT affiliated and must possess a valid DAPER membership.
2. Instructional/Competitive Nature - All groups must be either primarily instructional or competitive to be a Club Sport. Instructional clubs must have a qualified instructor and the majority of time during club meetings must be used for instruction. Competitive clubs meet to train for competition in an approved league. Groups that meet primarily to play informally (such as pick-ups) or for social purposes are considered recreational groups and will not be recognized as Club Sports. Seeking recognition as an ASA group is generally recommended for groups of this nature.

3. Recourses - The availability of practice space, equipment storage space, and other necessary resources will be carefully considered. This includes the cost-effectiveness and availability of funds (ability of CSC to fund the activity at an acceptable level).
4. Uniqueness - New groups must be distinct from existing Club Sports in order to be recognized. Groups representing a sport that already has an existing club are unlikely to be recognized.
5. Survivability - For a new group to be recognized, it will need to be a group that is likely to continue in existence over a long period of time. Factors involved in this include availability of coaching/instructors, availability of local competition for competitive clubs, overall student interest, etc.

Once accepted as a new club, the group has to spend one year on "probation" where it will be monitored by the CSC to ensure adherence to the rules and guidelines. Any deviation can be used as grounds for derecognition during this probationary year.

After the successful completion of the first year, the Club Sports Council will evaluate the club's continuing fit into the Club Sports Program. If the Club is approved at this point it becomes a full member of the Club Sports Community with all rights and responsibilities that status grants

Publicity

There are multiple ways the club sports can advertise themselves to the larger MIT community:

Orientation and CPW

Orientation (which occurs during the last week of August) and CPW (which occurs in April) are the two largest publicizing events on campus. Club sports can organize a booth and perform a demo at the Athletics Gateway, and have the opportunity to man a booth and perform a demo at the Activities Midway. For the Athletics Gateway, all club sports will automatically be given a booth, while for the Activities Midway club sports must sign up through ASA in order to secure a booth.

In addition, each summer ASA creates a First Year Summer Mailing, which is a collection of club publicity materials sent to incoming students.

Postering

Clubs are allowed to create posters and chalk sidewalks in order to publicize special events (such as tournaments). However, please note that these posters will be torn down every Monday and Friday morning. More information regarding postering and chalking can be found [here](#)

The Tech

The Tech, MIT's campus newspaper, will run stories highlighting a club's success at a tournament and will print club advertisements for special events. To submit an article, please email sports@tech.mit.edu.

Club Sports Homepage and Facebook

Any time your club achieves something significant, please email csc-officers@mit.edu to have the achievement summary placed on the Club Sports homepage. In addition, feel free to post any pictures, club achievements, or club upcoming events to our Club Sports [Facebook page](#).

Appendix A: Club Sport Waiver

MIT Club Sports

Waiver Form

LIABILITY RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE

This is a legally-binding Release Waiver, Discharge and Covenant Not to Sue (collectively, "Release"), made voluntarily by me, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns (hereinafter collectively, "Releasor," "I" or "me", which terms shall also include Releasor's parent or guardian, if Releasor is under 18 years of age) to the Massachusetts Institute of Technology (MIT).

I, (Print Name) _____ fully recognize that there are dangers and risks to which I may be exposed by participating in and traveling to/from (Name of Activity or Sport) _____ (the "Activity").

I understand that MIT does not require me to participate in this Activity, but I want to do so, despite the possible dangers and risks, and despite this Release.

With informed consent and in consideration of and return for the services, facilities, and other assistance provided to me by MIT, I agree to assume and take on myself all of the risks and responsibilities in any way associated with this Activity, and I release MIT, its employees, volunteers, and agents (the "Releasees") from any and all liability, claims, demands, damages, and actions, of every name and nature, that may arise from injury or harm to me, from this Activity, including, but not limited to, my death or damage to my property (the "Liabilities"). I understand that this Release covers liability, claims and actions caused entirely or in part by any negligent acts or failures to act by the Releasees. I acknowledge that I have adequate medical or health insurance to cover any medical assistance I may require while participating in the Activity. I agree to defend, indemnify, and save Releasees harmless from and against any and all Liabilities.

I recognize this entire Release means I am giving up, among other things, rights to sue the Releasees for injuries, damages, or losses that I may incur. I also understand that this Release binds my heirs, executors, administrators, and assigns, as well as myself.

I agree that this Release shall be governed for all purposes by Massachusetts law, without regard to such law on choice of law.

I have read this entire Release; I fully understand it and I agree to be legally bound by it.

THIS IS A RELEASE OF YOUR RIGHTS. READ CAREFULLY BEFORE SIGNING.

Releasor's Signature

Parent/Guardian's Signature if Releasor is under 18

Print Name

Print Name

Date

MIT ID Number

Date

Affiliates Only:

Emergency Contact _____ Relation _____ Phone _____

Medical Insurance Policy (Insurer and Policy No) _____

Appendix B: Student Travel Form

Group Name: _____

Account # : _____

Dates of Travel:

From _____ To _____

Location of Travel:

Transportation Method:

Hotel/Stay Information:

Amount of Payment: _____

METHOD OF PAYMENTS:

	Date	Amount	From Where?
1			
2			
3			
4			
5			

Group Point of Contact:

Name: _____

E-mail Address: _____

Cell Phone #: _____

Roster of people attending and emergency contacts:

Student First/Last Name

Emergency Contact Name Cell Phone

Appendix C: Club Sport Travel Itinerary

MIT Club Sports Travel Itinerary

Complete all shaded fields and email to Club Sports, csc-travelroster@mit.edu, by 5:00pm two(2) business days before leaving campus. Include [club team name, departure date] in subject line of the email

I have read and understand the following Travel Guidelines, and I will share this information with my club members.

General Guidelines:

Be aware of your surroundings and environment

Travel with other club members rather than on your own

Carry medical insurance card at all times

Contact Local Police or MIT Police if emergency arises

Driving Guidelines:

Avoid driving between the hours of 1:00am-5:00am

Rotate driver and navigator every 3-4 hours

Drivers should drive no more than 8 hours within 24 hour period

Make sure every passenger is wearing his/her seatbelt

Club:

(no abbreviations)

Domestic Trip:

Yes/No

Int'national Trip:

Yes/No

Group Point of Contact Info:

Name:

Email:

Cell Phone:

ne:

Destination:

(School Name, City, State)

Date of Departure:

Date of Return:

Transportation Method:

ex: Rental Car Company, Charter Bus Company, Airline/Flight #, etc

Hotel / Lodging Information (name, address, phone):

Club members traveling: Add more lines as needed

x (if you list all club members, check off the ones on this trip)

Name

Cell Phone

Emergency Contact Name

Cell Phone

[illegible]

Complete all shaded fields and email to Club Sports, csc-travelroster@mit.edu, by 5:00pm two(2) business days before leaving campus. Include [club team name, departure date] in subject line of the email

MIT ID Card Affiliate/Contractor Application

Reason: _____new card _____renewal

Instructor Name: _____

Instructor Email: _____

Date of Birth (Required): _____

DAPER Area: Club Sports

Your Club: _____

MIT Address: W35-297

MIT Phone #: 4-7376

MIT Department: DAPER

Expiration Date: June 30, 2014
(Maximum of one year)

Department Contact Person: Jamie Drahos
(Administrative Officer)

Department Contact Phone#” (617) 324 7376

AUTHORIZED DEPARTMENTAL SIGNATURE
(ADMINISTRATIVE OFFICER OR OFFICIAL DESIGNEE ONLY)

The above info will be electronically submitted to the card office. You will receive an email when the card office approves your application. You may then proceed to the card office in person at W20-021 Student Center, Lower level, Monday through Friday, 8:30 am to 4:30 pm. You must present a valid photo ID (Driver’s License or Passport).