Contact the Club Sports Council at csc-officers@mit.edu
# Table of Contents

- Introduction ........................................................................................................... 3
- Club Sports Council ............................................................................................. 3
- Club Membership ................................................................................................ 3
- Affiliation Requirement ......................................................................................... 4
- Rosters .................................................................................................................. 4
- Waivers .................................................................................................................. 5
- User Permissions .................................................................................................. 6
- Instructor Passes ................................................................................................... 6
- Instructor Payment ................................................................................................. 7
- Facility Reservation ............................................................................................... 8
- Hosting Tournaments and Events ......................................................................... 8
- Funding .................................................................................................................. 9
- Rules for Spending ................................................................................................. 10
- Travel Policy .......................................................................................................... 11
- Travel Cheat Sheet ............................................................................................... 12
- Athlete Safety ........................................................................................................ 13-14
- Club Sports Property ............................................................................................ 15
- DAPER Brand ........................................................................................................ 15
- Club Assessments ................................................................................................. 16
- Suspension and De-recognition ........................................................................... 16-17
- Forming a new club ............................................................................................... 17-18
- Publicity ................................................................................................................ 18-19

Appendix A: SAO Travel Form ............................................................................... 20
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 10 members. Any club with fewer than ten 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 (DoSportsEasy). All club members, including coaches and instructors, must join the club via DoSportsEasy, and officers must activate/de-activate members on a regular basis. Reference materials for using DoSportsEasy are online. Thorough and complete updates are mandatory in October, March, and June 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, including coaches and instructors, in any Club Sport activity are required to sign a liability releasing waiver by creating a profile within the DoSportsEasy database 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. Reference materials for using DoSportsEasy are online.

Waivers must be signed by all members once per academic year. The cycle is restarted on September 1st of each year.

DoSports Easy User Permissions

Permissions vary between positions held within a club sport. Please see below:

<table>
<thead>
<tr>
<th>Position</th>
<th>Admin</th>
<th>Member</th>
<th>Coach</th>
<th>Instructor</th>
<th>President</th>
<th>VP</th>
<th>Captain</th>
<th>Secretary</th>
<th>Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve Club Officers</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve Club coaches/instructors</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Approve Members</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Deactivate club officers</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Deactivate club coaches/instructors</td>
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<tr>
<td>Deactivate members</td>
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<td>X</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Create new events in event center</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Submit travel rosters</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Submit post-event forms</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Treasurer</th>
<th>Webmaster</th>
<th>Travel Coordinator</th>
<th>Equipment Coordinator</th>
<th>Publicity Chair</th>
<th>Social Chair</th>
<th>Fundraising Chair</th>
<th>Recruitment Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve Club Officers</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Approve Club coaches/instructors</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Approve Members</td>
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<td>X</td>
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<tr>
<td>Deactivate club officers</td>
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<td>X</td>
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<tr>
<td>Deactivate club coaches/instructors</td>
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<td>X</td>
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<td>X</td>
</tr>
<tr>
<td>Deactivate members</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create new events in event center</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Submit travel rosters</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Submit post-event forms</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
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 go to the club sports website to fill out the appropriate form.

Instructor Payment

The State of Massachusetts specifies that all instructors must be MIT employees.

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 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 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 request recurring, consistent practices (NOT special events, tournaments or one time practices), fill out the [Club Sport Practice Request Form](mailto:). Send this form to the CSC officers ([csc-officers@mit.edu](mailto:csc-officers@mit.edu)).

The CSC will review all facility requests, and then Sandy Lett will confirm all reservations. 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 eligible to play based on club sport guidelines.

**Hosting Tournaments/Events**

**Eligibility:** Club sports teams competing against other teams must be at least 50% students and all team members must be eligible to play based on club sport guidelines.

Clubs must notify the CSC by submitting an event form through [DoSportsEasy](http://dose). 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

For the 2017-18 academic year, clubs can submit requests for funding during the following funding cycles:

- Academic Year, September 2017-August 2018. [Template is online.]
- Nationals. [Template is online, or will be soon.]

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 two categories:

- **Regular Funding**: For regional tournaments and regular season expenses
- **Nationals Funding**: To help send club members to a National Championship that requires qualification

Regular and Nationals funding will be allocated to the CSC funding accounts of each group. Instructor salaries will be allocated to the team’s main account upon submission of proof of payment and an instructor’s employment agreement form.

Please note that all CSC accounts will be cleared at the end of each funding cycle.

Parameters 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.
<table>
<thead>
<tr>
<th>Expense</th>
<th>G/L Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>League Fees</td>
<td>421586</td>
<td>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.</td>
</tr>
<tr>
<td>Officials/Referees</td>
<td>420298</td>
<td>needed for competitions or other scheduled team events. These funds may also be used to cover trainer expenses in competitions.</td>
</tr>
<tr>
<td>Tournaments</td>
<td>420140</td>
<td>to pay for tournament entry fees.</td>
</tr>
<tr>
<td>Northeast Transportation</td>
<td>420080</td>
<td>to pay for ground transportation expenses within the northeast, such as gas, tolls, car/van/bus rental. Air travel is not allowed.</td>
</tr>
<tr>
<td>Short Term Capital Expenses</td>
<td>421827</td>
<td>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.</td>
</tr>
<tr>
<td>Long Term Capital Expenses</td>
<td>421818</td>
<td>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 provisions for long term storage of these items.</td>
</tr>
<tr>
<td>Postering</td>
<td>420840</td>
<td>to pay for posters and flyers to advertise your club around campus.</td>
</tr>
</tbody>
</table>

**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-resources/travel

2) Club Sport Travel Itinerary

• Submit the Club Sports Travel Itinerary via the DoSportsEasy database no later than 5:00pm, 2 business days prior to leaving campus. Reference materials for using DoSportsEasy are online.
• 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:

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

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

**Athletic Trainer Office Hours**
An appointment-based injury evaluation service for those students who sustain minor injuries during participation in MIT’s Club Sports program.

This is an additional option for those seeking;
- Advice about the management of acute minor sports injuries
- Guidance for sport-related concussion recovery
- Consultation for injury rehabilitation and functional return-to-sport progression

To learn more and/or make an appointment, use this [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.

**Injury Reporting**
It is important that injuries sustained during a club sport practice or event get reported to the Club Sports Office. If someone on your club gets injured, please get follow up treatment on campus and report the injury in the following manner.

**Emergency Protocol**
For urgent injuries, refer to the [Emergency Card](#) and contact the Manager of Club Sports immediately if someone gets transported to the hospital.

**Injury Report Form**
If you, or someone from your team sustains a non-life threatening injury while participating in a club sport activity, please [fill out this form](#).
**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

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**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

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**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.

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**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 through 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.

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**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. A club cannot alter a trademarked MIT or DAPER logo as it is considered trademark infringement. Details are [online here](#).

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 clubs may have made don’t violate the MIT copyright or trademarks.

Jerseys/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 (e.g. 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 – Ken Johnson (krjjr38@mit.edu) for approval.

Club Assessments

At the end 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. The assessment tool is comprised of the following four categories of focus. Within each category, there are a series of questions to gauge how well a club is operating or whether there are elements of concern.

Categories of Focus
1. Supervision (Instructors/Coaches)
2. Officer Structure
3. Student Interest/Membership
4. Financial Stability

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
When able to consider new clubs, the Club Sports Council Officers will review applications for the new club recognitions every other spring semester. Prior to the official recognition process, groups should look at the application information online 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.

**Infinite Digital Display Screens**
Recognized student groups are allowed one free 3 day posting per semester on the screens in the 5 Student Zone digital signage screens. To find out more, including how to submit postings to the system, see [http://studentlife.mit.edu/infinitedisplay](http://studentlife.mit.edu/infinitedisplay).

**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](http://studentlife.mit.edu/infinitedisplay).

**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: 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:

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Group Point of Contact:
Name: ________________________________
E-mail Address: ________________________________
Cell Phone #: ________________________________

Roster of people attending and emergency contacts:

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<th>Student First/Last Name</th>
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Student Activities Office, W20- 549, (617) 253-6777, funds@mit.edu