

RIT/Gally SPORTS WEEKEND

Committee Positions and Responsibilities

May 2007

CHAIRPERSON

- Interviewed and appointed by the NTID Student Congress in the fall
- Must have knowledge of sports rules
- Must have prior RIT/Gally Weekend committee work experience/involvement
- Demonstrates good communication skills with the Committee and Coaches
- Has the ability to maintain a good rapport with the Committee, Coaches and Athletes
- Runs the Committee meetings on a regular basis
- Works closely with the Committee, Coaches, Sport Assistant (RIT/Gally Weekend Coordinator) and Advisor
- Interviews and selects the RIT/Gally Weekend Committee members
- Attends the RIT/Gally Weekend events all day
- Meets with Gallaudet's Chairperson on a regular basis according to the By-Laws
- Is familiar with the RIT/Gally Weekend By-Laws and revises them as needed with approval of Gallaudet's Student Body Government and NTID's Student Congress.
- Must maintain a GPA of 2.0 every quarter while holding this position and a CUM of 2.5

ASSISTANT CHAIRPERSON

- Interviewed and appointed by the Chairperson in the fall
- Works closely with the Chairperson
- Attends all RIT/Gally Weekend and Coaches meetings
- Assists the Chairperson on some duties as needed
- Attends the RIT/Gally Weekend events all day
- Maintains open communication with the Chairperson, Committee and Coaches

SECRETARY (Sport Assistant as needed)

- Attends all RIT/Gally Weekend meetings
- Keeps a record of all meetings in writing and on the RIT/Gally Weekend webpage
- Maintains open communication with the Committee and Coaches and informs them of what is happening

FACILITIES RESERVATION COORDINATOR (Sport Assistant)

- Works closely with the Committee and Coaches
- Makes reservations for team try-outs, practices and competitions at least one week in advance
- Reserves the facilities through the Center of Intercollegiate Athletics & Recreation Office
- Establishes a weekly facilities reservation sign-up for coaches

HOSPITALITY COORDINATOR

- Interviewed and appointed by the Chairperson
- Works closely with Gallaudet's Hospitality Coordinator
- Ensures the visiting Gallaudet players and coaches have a place to stay. (Hotel or Friends)
- Creates a list of players and coaches for the hotel that also includes room assignments (See attached form of Hospitality)
- Fans are responsible for their own hospitality at Gallaudet or NTID
- Fans are not allowed to sneak in the assigned hotel rooms for fire safety reasons

- Must be at the hotel all day to assign players and coaches to their rooms
- Limit of 4-5 people per hotel room. A fifth person sleeps on a cot if available.

BISON MASSACRE COORDINATOR

- Interviewed and appointed by the Chairperson and Assistant Chairperson
- Reserves a location
- Orders buffalo wings from the BW-3
- Plans competitions for females and males
- Mails a box of eaten buffalo wings to the Gallaudet Weekend Chairperson/Committee 2 weeks prior to the RIT/Gally Weekend event

COACH(ES)

- Interviewed and appointed by the Chairperson, Assistant Chairperson and Team Sports Coordinator
- Must have some coaching experience
- Demonstrates knowledge of the sport and rules
- Has a good relationship with their peers
- Has good communication skills with the players and committee
- Organizes team tryouts and posts the try-out flyers on campus at least 1 week in advance
- Makes the final team selection
- Submits a final team roster to the Chairperson 2 weeks prior to the event
- Establishes team practices at least once a week
- Expected to follow the code of ethics and RIT/Gallaudet Weekend By-Laws
- Failure to comply with the rules and deadlines shall result in dismissal from the coaching position.
- Is a good role model and must display positive sportsmanship at all times

REFEREE COORDINATOR

- Interviewed and appointed by the Chairperson, Assistant Chairperson and Team Sports Coordinator
- Must have knowledge of all sports rules
- Establishes a rules clinic for each sport (Works closely with the Advisor and Sport Assistant)
- Interviews and hires referees based on their experience and knowledge

REFEREE(S)

- Must have strong knowledge of sport rules
- Has some experience as a player/coach and referee
- Demonstrates fair judgment during the competition
- Attends the assigned contest on the day of RIT/Gally Weekend event
- Fills out a report in case of a fight and submits it to the Chairperson immediately
- Wears an appropriate referee uniform and sneakers (easily identified)

PEP RALLY COORDINATOR

- Reserves a location
- Organizes a Pep Rally agenda for at least 2 hours on Friday night prior to the RIT/Gally Weekend event (Introduction of the RIT/Gally Weekend Committee, Coaches and Teams and Individual Players)
- Searches for Sponsors for give-away gifts (two months in advance)

- Arranges for refreshments. Contact the NTID Student Congress for the money
- Assists the Public Relations Coordinator with flyers on campus

PUBLIC RELATIONS COORDINATOR (Sport Assistant or student interviewed/appointed)

- Demonstrates excellent graphic art computer skills. Must be creative and artistic.
- Designs various posters and flyers for the RIT/Gally Weekend event such as Committee Wanted, Bison Massacre, Pep Rally, Team Tryouts, RIT/Gally Weekend Sports Schedule

TEAM SPORTS COORDINATOR

- Interviewed and appointed by the Chairperson and Assistant Chairpersons
- Works closely with the team coaches
- Involved in interview process for hiring team coaches
- Communicates and works closely with the Facilities Reservation Coordinator
- Responsible for ensuring all team coaches meet all deadlines re: Try-outs, Team Selection, Roster and Photo and arrive at try-outs, practices and game on time.

INDIVIDUAL SPORTS COORDINATOR

- Interviewed and appointed by the Chairperson and Assistant Chairpersons
- Acts as a head coach for all individual sport players
- Establishes try-out dates for the individual sport competitions
- Selects individual sport winners for certain competitions
- Reserves the RIT's SportsZone for individual sport practices and competitions as needed
- Submits a final individual sports roster two weeks in advance to the Chairperson
- Organizes the sporting events schedule with the approval of the Committee

T-SHIRTS COORDINATOR

- Advertises for deaf artists who may be interested in participating in the logo design competition.
- Establishes a deadline for the artists to design and submit a creative and unique logo.
- The logo design winner shall be selected by the RIT/Gally Weekend Committee with the approval of NSC Board and Advisors.
- The winner shall get a free t-shirt and \$25 prize

TRANSPORTATION COORDINATOR

- Contacts local bus companies to compare prices of buses
- Establishes the sign-ups of RIT/Gally Weekend players, coaches and fans who will be traveling to Gallaudet at least two weeks in advance
- Organizes the deposit refunds upon completion of trip. Bus riders shall pay a fee with deposit on Monday prior to leaving on Friday.
- Arranges the transportation for Gallaudet players and coaches to ride to and from the hotel

VOLUNTEER COORDINATOR

- Interviewed and appointed by the Chairperson and Assistant Chairperson

- Writes letters to all deaf organizations and clubs asking for 10 volunteers (two per organization)
- Establishes a schedule of volunteers to work at certain sites all day
- Shall be present at the RIT/Gally Weekend event all day to ensure that all volunteers are in attendance

VOLUNTEER

- Represents an organization/club with pride
- Works at the RIT/Gally Weekend sporting events all day
- Ensures the environment is safe for all players and fans
- Wears a Volunteer t-shirt
- Should not talk socially while on duty

ADVISOR (Marsha Wetzel from the Center of Intercollegiate Athletics & Recreation)

- Attends all RIT/Gally Weekend Committee meetings
- Works closely with the RIT/Gally Weekend Committee
- Appoints a representative from the Sport Assistant Program to be Secretary and Public Relations Coordinator as needed and Facility Reservation Coordinator
- Maintains open communication with Gallaudet University's Advisor
- Supervises the RIT/Gally Weekend event all day

SPORT ASSISTANTS

- Work at the RIT/Gally Weekend sporting events all day
- Provide water coolers and first aid kits at the following sites (Clark Gym, Student Life Center, Field House and Outdoor Playing Fields)
- Assist with the crowd control
- Assist with clean-up at the end of all sporting events

RIT/GALLY WEEKEND COMMITTEE

- Works at the RIT/Gally Weekend sporting events all day
- Assists with the crowd control
- Assists with the clean-up at the end of all sporting events