

PIKE

**Pi Kappa Alpha**  
Athletics  
Updated July 2019



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## Overview of Handbook

It is important to follow a few recommendations when reading through this handbook. The first recommendation is to think of this handbook as a guide while you are athletics chairman. This handbook is laid out in a fashion so that as you progress through the year, you will then advance to the next segment of the handbook. However, you do not have to read this handbook sequentially just because of that. If you only want a certain aspect of the handbook for reference, simply skip ahead to that part of the book. Also, you do not have to do everything exactly as this handbook states, but this handbook outlines some of the best practices being used today. Again, this handbook is simply a reference tool, so use it as such. If anything in this handbook does not sound familiar to you, some reevaluation and changing of processes may be in order, which leads to the next recommendation.

Do not let unfamiliarity or tradition keep you from implementing the ideas in this handbook. It is very easy to go through and simply read this handbook for general knowledge and understanding of the position. Unfortunately, things will not change or get better in your chapter unless you take action. In order to get the most out of this handbook and to make the greatest impact on your chapter, it is recommended to take the ideas in this handbook and put them into action. By taking action, you will get the most out of your position, which leads to the final recommendation.

Enjoy your position! No matter what reason you had for taking this position, make sure you fulfill your duties to the best of your ability. Much like the undergraduate fraternal experience, your tenure in this position will be very brief so do your best to make a positive impact and better the overall chapter. If you work your hardest to ensure this happens, you will truly have a rewarding undergraduate fraternal experience. Good luck!

## Understand your Position

### Purpose of Athletics

The purpose of athletics is to ensure that each chapter member can be competitive while staying physically fit by participating in some form of athletics.

### Job Description

As the athletics chairman, you are the primary organizer and overseer of the intramural program within the chapter.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

### Goals

- ◆ Ensure that every chapter member is eager and able to participate and compete in some form of athletics.
- ◆ Ensure that records of athletics are kept improving athletic performance in the future.

### Weekly Tasks

Hold weekly athletics committee meetings

- ◆ Attend and give a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to athletics
- ◆ Manage the athletics budget
- ◆ Manage team captains to organize teams based on tryouts and participate in intramurals with practices
- ◆ Attend intramural council meetings (as necessary)
- ◆ Assist the recruitment chairman in the recruitment of varsity and club athletes
- ◆ Document intramural performance and varsity and club athletics involvement
- ◆ Document attendance and participation at each athletics event

### Semester/Quarter Tasks

- ◆ Structure and organize an athletics committee
- ◆ Set goals related to athletics
- ◆ Set the athletics budget
- ◆ Create intramural team jerseys
- ◆ Create incentives and benefits within the athletics program to entice greater athletic involvement within the chapter
- ◆ Create and maintain a uniform athletics handbook including guidelines, ideas, and suggestions for future athletics chairman
- ◆ Assist in the completion and submission of a Year End Summary

### Completion of Position

- ◆ Review position with the new athletics chairman and provide a written note to successor and any other materials that were developed during your tenure as athletics chairman including a uniform athletics handbook with guidelines, ideas, and suggestions for future athletics chairman

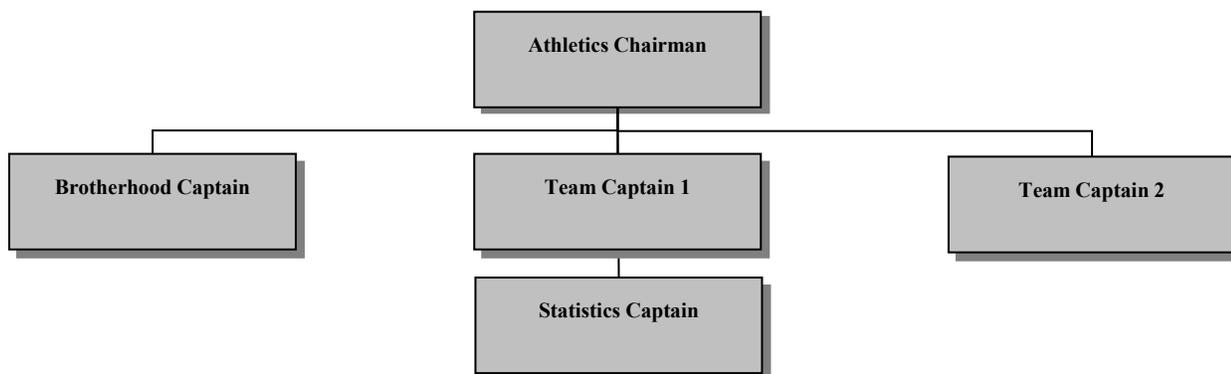
## Create the Plan for your Position

### Organize the Committee

In order to more effectively accomplish your duties as the athletics chairman, it is important to form an athletics committee. The steps involved with forming your committee are: (1) determining who is interested in being involved with the committee and (2) which positions each person should hold in the committee.

The first step to forming the athletics committee is determining who wants to be involved with the committee. In order to get the best response for involvement, you want to engage the chapter membership through numerous avenues, typically via electronic communication such as e-mail or Facebook as well as in person during the chapter meeting or a separate meeting. Prior to sending out communication asking for help from chapter members, you want to make sure you have a way to meet with all of those interested and delegate responsibilities, typically through a meeting on campus or in the chapter house (if applicable). Once the meeting location is finalized, you simply want to engage the chapter by telling those who are interested about the meeting time and location. Ask for chapter members to hold up their hands if interested when in chapter and to respond if sent out over e-mail. This is to ensure you have interest from the members since otherwise you will have to appoint and ask certain members to help with the committee. Once you have verified involvement from chapter members and informed them of the meeting, you may now determine the best method to delegate responsibility within the committee.

The purpose of the meeting with the chapter members who will be involved is to give each person a role, a goal, and a title since this will be the best way to engage each person. Prior to holding the meeting, you want to ensure you have a good understanding of the way you will delegate responsibilities. After receiving initial interest responses from or identifying certain chapter members, you will now have a good idea of how many people will be involved with the committee. Depending on the number of people involved, the athletics committee is typically composed of many undergraduates.



The undergraduate members will vary depending on the number of intramural sports at the campus. Brief job descriptions for each of these positions are listed below along with full page overviews of each position which can be given to each member of the committee and can be found starting on the next page in this handbook.

**Brotherhood Captain** –the primary organizer and overseer of the involvement and support of the athletics program by all chapter members.

**Team Captain(s)** –the primary organizers and overseers of each team for each intramural sport. There should be a team captain for every single team within each intramural sport.

**Statistics Captain** –the primary overseer of the statistics and documenting the performance of all PIKE teams.

These are typically the positions involved with the athletics committee. However, if you are unable to identify enough chapter members to be involved with the committee and oversee each team, it is recommended to work to combine the outlined positions so that every sport will have oversight and be successful. For example, if you only have five-chapter members involved for ten sports, you can then combine the responsibilities of two sports to everyone in the committee. Also, if you can identify more than enough chapter members to be involved with the committee, you may work to add positions so that you are not turning away help. For example, if you have twelve-chapter members involved, you can give each person oversight of a sport, fill the brotherhood captain position, and add more positions such as another team captain for soccer to help with the weekly coordination of all the members playing soccer. As you can see, the committee structure is very flexible and primarily used to ensure all the responsibilities associated with the athletics program are completed. If you ensure that all responsibilities are accomplished and you are effectively engaging more chapter members, the athletics committee and program will be successful.

# Brotherhood Captain

## Job Description

As the brotherhood captain, you are the primary organizer and overseer of the involvement and support of the athletics program by all chapter members.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

## Responsibilities/Duties

- ◆ Notify members of upcoming intramural games
- ◆ Ensure members are attending intramural games to support PIKE teams

## Goals

- ◆ Get as much support to PIKE team intramural games as possible

## Weekly Tasks

- ◆ Notify chapter members of upcoming PIKE team intramural games through fliers, emails, text messages, in person communication, etc.
- ◆ Take pictures of and document PIKE attendance at all intramural games

## Completion of Position

- ◆ Review position with the athletics chairman and return at least written notes to successor and any other materials that were developed during your tenure as brotherhood captain for future use

**(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)**

# Team Captain

## Job Description

As a team captain, you are the primary organizer and overseer of each team for each intramural sport.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

## Responsibilities/Duties

- ◆ Coordinate tryouts for the sport you are playing
- ◆ Determine team rosters based on tryouts
- ◆ Organize team practices for your sport
- ◆ Attend intramural league meetings as necessary

## Goals

- ◆ Ensure each PIKE team is as successful as possible in the sport you are playing

## Weekly Tasks

- ◆ Organize weekly team practices
- ◆ Communicate intramural games and practices to all chapter members
- ◆ Ensure chapter members are attending participating on their teams
- ◆ Attend intramural league meetings as necessary

## Monthly Tasks

- ◆ Ensure chapter members
- ◆ Attend intramural league meetings as necessary

## Semester/Quarter Tasks

- ◆ Coordinate tryouts to determine team rosters

## Completion of Position

- ◆ Review position with the athletics chairman and return at least written notes to successor and any other materials that were developed during your tenure as a team captain for future use

**(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)**

# Statistics Captain

## Job Description

As the statistics captain, you are the primary overseer of the statistics and documenting the performance of all PIKE teams.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

## Responsibilities/Duties

- ◆ Document performance of all PIKE team intramural games through statistics and pictures

## Goals

- ◆ Document PIKE performance to understand areas to focus on for improvement

## Weekly Tasks

- ◆ Ensure that a chapter member is always keeping accurate statistics at each PIKE team intramural game
- ◆ Ensure that a chapter member is always taking pictures at each PIKE team intramural game

## Monthly Tasks

- ◆ Develop spreadsheets and other documentation to properly maintain statistics in a uniform manner

## Completion of Position

- ◆ Review position with the athletics chairman and return at least written notes to successor and any other materials that were developed during your tenure as statistics captain for future use

**(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)**

# Sample Weekly Committee Member Report

*Please provide a 2-3 sentence answer for each question.*

**What have you done in the past week?**

**What have you failed to do in the past week?**

**What do you plan to do in the upcoming week?**

**What other events take place in the near future?**

**Do your events/activities cost any money?**

**(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)**

## Set the Goals for your Position

Once you have the committee formed, the next responsibility as the athletics chairman is to determine and set the goals for your position. When setting goals for any position, you should always determine the metric that you can use to appropriately determine success or failure with your work. Since the objectives as athletics chairman include ensuring that every chapter member is eager and able to participate and compete in some form of athletics and ensuring that records of athletics are kept to improve athletic performance in the future., you must determine metrics that will allow you to determine success or failure when your position is complete in addition to giving status updates while performing the duties as athletics chairman. You want to determine how you can best judge whether the chapter is accomplishing these objectives.

Upon evaluation of these two objectives, you can begin to make assumptions about the ideal performance of the chapter in the intramural program. You can easily assume that fielding at least one well-performing team for every single intramural sport is a good determinant of the status of accomplishing the first objective. Additionally, it is easy to take pictures and record statistics at all PIKE intramural games to accomplish the second objective.

When determining a goal to set for what a well-performing team is, since most university intramural programs clearly document team rankings, you can easily base your goal on intramural rankings. A good ranking to aim for is first place in all intramural sports, which includes Greek and non-Greek teams. This shows that PIKE is clearly the dominant force in intramural athletics. The second goal that you can set for your position to ensure documentation of PIKE intramural performance is to have in-depth statistics and pictures from every PIKE intramural team game.

Nonetheless, this leaves you with your two goals for the athletics chairman position and allows you to easily get a weekly update on how the chapter is performing with the athletics program so that you may make changes or corrections if necessary. You should take note of these two goals that you have now set and continually revisit them on a weekly basis. Again, the two goals you have set are:

- ◆ First place in ALL intramural sports competitions
- ◆ Detailed statistics and pictures from every PIKE team intramural game

Now that you have set the goals for your position, you can now set the overall financial goal so that you may successfully accomplish the goals for athletics.

## Set the Budget for your Position

When setting the budget for athletics, you must take into consideration all the possible expenses that may be incurred during the program and then work with the treasurer to allocate the correct amount of the budget to athletics. You can first begin to think of all the expenses that will be incurred during the program.

After reviewing the expenses of athletics, you can determine that many of the expenses will be incurred primarily preparing for all intramurals. The list of expenses can then look something like this:

- ◆ Team registrations
- ◆ Facilities for tryouts and practices
- ◆ Misc. athletic gear

Once you have determined what the expenses will be, you can then begin to work with the treasurer to ensure the correct amount is allocated to the athletics budget. The best way to go about working with the treasurer is to submit this information with the approximate corresponding amounts into the treasurer on the committee budget request form. This form can be found online at [www.pikes.org](http://www.pikes.org) in the financial documents of the officer resources. It would be beneficial to practice working with this document to make sure you fully understand how it works before developing your athletics budget with the document. After entering this information, the document you submit to the treasurer should look something like the table listed below:

<input type="checkbox"/> <input type="checkbox"/> Chapter of The Pi Kappa Alpha International Fraternity		
<b>Athletics</b>		
<b>Budget Request Form</b>		
Event/Activity (see detail pages for more)		Amount
<b>Team registrations</b>	\$	<b>300</b>
<b>Practice facilities</b>	\$	<b>150</b>
<b>Athletics Gear</b>	\$	<b>150</b>
<b>Total Budget Request</b>	\$	<b>600</b>

Once you have submitted this document, after approximately a week the treasurer should have a fully developed budget and the amount you requested should be fulfilled. If there are any discrepancies, make sure to work with the treasurer to resolve any issues. The budget is now set to enable you to accomplish the goals set for pledge education. You are now able to move on to planning the tentative athletics schedule for the year.

# Sample Committee Request Form

<Chapter Name> Chapter of The Pi Kappa Alpha International Fraternity

<Insert Committee Name>

Line Item Details with Monthly Breakdown

Event/Activity	Line Item Details	Total Cost	Jan	Feb	Mar	Apr	May	Jun
<Activity 1>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 2>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 3>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 4>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 5>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 6>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 7>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 8>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						

The above is intended to provide the chapter with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter in any manner. A chapter is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the chapter.

## **Plan the Event Schedule for the Year**

Planning the event schedule for the athletics program is a very simple process since it depends primarily on the intramural schedule, which is coordinated by the intramural association or recreation center or some other university entity. Therefore, in order to properly plan the event schedule, it is important to attend meetings of the intramural association at the outset of the academic year. By attending these meetings, you should be able to develop a rough outline of when certain sports take place throughout the year. It is important to have this rough outline established so that you and the rest of the chapter have enough foresight in order to properly prepare for each sport.

## **Intramural Participation**

Planning for intramural participation should begin before the semester even starts. Aspects such as selecting captains for each sport, organizing tryouts, securing a location for practices, etc., all need to be decided upon as early as possible prior to the start of the school-year. Other important pieces of information like the dates of the individual sporting events, when registration begins, how long the specific seasons last, and the nights selected for game play, are also helpful to know and keep record of as soon as the information becomes available. Having an organized and well thought out game plan going into the semester is the best tool you can have to have a successful intramural experience for your organization.

Total chapter participation is also essential to your success in intramurals. There are many ways brothers can get involved even if they are not a part of a specific chosen team. Brothers should make it a point to be at as many games as possible to cheer on their peers. With all the information about the games being organized before hand and then clearly communicated to the whole chapter, brothers will be more likely to want to go out and support their teams. You can also pick out the big rivalries between your organization and others and really rev up the brothers to go to those games. Anything you can do to get your chapter excited about intramurals and increasing your attendance will only contribute to your success on the field. Brothers can even get together and form additional intramural teams when possible. The point is that the more participation you have from the chapter, the better. When a team has the support of their brotherhood, not only do the players take the games and sport more seriously, but also they truly understand the importance of getting the victory. Much like playing in front of your “home team” crowd in professional sports, the opposing team is often more intimidated if there is a huge jeering crowd there. If PIKE shows up to a game with a huge group of brothers there to cheer them on, not only will other teams feel slightly threatened, but your players will feel more motivated to take the win. However, it is not just the players that could use the extra motivation, but the entire chapter. Everyone needs to understand the importance of winning and how it affects everyone. It comes into play during recruitment, in the overall image of the chapter, and in the general success of the organization. Winning reflects to others that your organization is highly organized, possesses strong recruitment skills, and has extremely motivated individuals. Everyone in the chapter needs to see the bigger picture and how important winning really is. Every fraternity can say “we have the best brotherhood” or “we throw the best parties”, but it is actions like winning and participating that truly show the rest of the campus what kind of organization you are, the best.

Another thing you can do as athletics chairman that will help you to achieve success in intramurals is building a strong and positive relationship with the intramural office. As the athletics chairman, you are the liaison between your chapter and the intramural office and by cultivating a good relationship with them, they can see your good will as a chairman and as a brotherhood. When you might come across controversial or sticky situations with regard to intramurals, the intramural office may be more likely to cut you slack or rule in your favor, simply because you’ve become a familiar face and they see you as being committed to not only your team, but the school as well.

## **Create Intramural Jerseys**

There are many reasons to have jerseys for intramural sports. Jerseys not only create a sense of unity between the players, but it also shows the rest of the school that you are serious about your athletics.

Just like sporting your school colors in high school or college, when you wear your letters you show everyone that you have pride in your organization. When players wear their jerseys and see the bright Pi Kappa Alpha across their chest, it reminds them that they are playing for something more and representing something bigger than just themselves. Putting on that jersey means that you are no longer just “John Doe”, you are “John Doe of Pi Kappa Alpha Fraternity”. Your actions are now a reflection of the entire organization.

There is also an intimidation factor that plays into the idea of team uniforms. When the entire team comes out wearing the same thing, looking good and ready to play, the other team will feel more intimidated, giving your team a sense of empowerment and superiority.

When ordering uniforms, it is always best to have one uniform for all athletic events. Similarly, to how you would make a general t-shirt order, you would get everyone to sign up who wants one, collect the money and put in a bulk order. If you order uniforms for each individual sport, it becomes difficult to collect them at the end of the season and forms discontinuity in the unified front of your organization. Seniors will want to keep theirs and after a year or two, there won't be many left. It is best to have one jersey with one design that everyone owns and that is worn to all events. Whether playing football, softball, or even Ping-Pong, there should be one united image and brand that PIKE puts out. At the beginning of each year, have a new order for the new members of the organization.

## **Varsity and Club Athletics Involvement**

Varsity and club sports involvement is an area that can be very significant to a chapter. It is important to support the host institution of your chapter and take pride in your university. Attending games and cheering on your school with large numbers of your brothers in tow will not go unnoticed by your peers and/or faculty. Your presence at sporting events and campus activities are great for a chapter's image and a way to possibly recruit members from those varsity and club teams. They are an easy way to increase involvement beyond attendance at events. Also, sponsoring a club athletic program is great for a chapter's reputation. Most club programs put out a program or hang up banners from donors. Why not sponsor a team and get Pi Kappa Alpha put in the program or hung up on the field? People will not only see your name at every game, but also see the good will of the fraternity in supporting a great sport.

## **Execute the Plan for your Position**

### **Attending Intramural Organization Meetings**

Attendance at the intramural organization meetings is very important. If you do not attend the intramural meetings, you will not be able to sign up the team and may risk not being able to play at all, resulting in a loss in intramurals. As athletics chairman, it is your responsibility to attend these meetings and bring along your team captains. It is always helpful to have more than one set of eyes and ears at these meetings so that all information is recorded and then re-communicated to your chapter correctly. Most of these meetings consist of scheduling times for the teams to play as well as going over any new rules and regulations that might have changed. Staying updated on all this important information is essential to your success not only as the athletics chairman, but also as an organization.

## Organizing Teams and Participating in Intramurals

It is important to make sure that as a chapter you are participating in every intramural event for points. It is often not the most athletic fraternity that wins, but the one who is the most organized and prepared for every sport and every game. All aspects need to be planned for in order to win. This includes everything from tryouts to picking captains to getting everyone to the correct games to setting up practices, etc. Remember that winning is not everything, it is the only thing. First and foremost, you need to make sure to have the best men on the field. With that being said, there are those people in the chapter who might not be as athletic as everyone else but want to participate in intramurals. In these cases, there is no reason not to have additional PIKE teams like a PIKE 2 team or “B” team. These can be the “fun” teams, where everyone just goofs off and has a good time. However, these are not the freshmen team or underclassmen team. The best people need to be on the field for the first PIKE team no matter what and it is your job to make sure that they are. After tryouts take place, you can then divide teams into PIKE A, B & C. This will allow for more people to participate and have fun and help to give brothers the opportunity to practice their skills and move up among the teams.

## Organize Captains and Participation

A major key to the success of fraternity athletics is to have captains for each individual team. Whether it is someone who plays on the team or a totally separate individual who coaches the team, there needs to be a specific person in charge who is appointed by the athletic chairman. Team captains are extremely integral to the team’s success and have specific responsibilities that they are supposed to accomplish including:

- ◆ Hosting tryouts with the athletics chairman
- ◆ Attending captains’ meetings for the specific sport
- ◆ Having player roster including name, phone number, address, and school ID number
- ◆ Distributing rosters to players
- ◆ Organizing regular practices
- ◆ Ensure attendance is HIGHLY stressed (NO FORFEITS!)
- ◆ Promoting games to the best of their ability
- ◆ Being the leader of the team and lead by example (no arguing with refs, missing practice, etc.)

Team captains should be both organized and reliable. He should not have to be reminded on a regular basis about practice or games or disregard recommendations given by the athletics chairman. He does not have to be the best player on the team, just someone who is committed to the team and will make smart decisions.

## Holding Tryouts and Practice

College intramural athletics are head to head competitions between your organization and other teams or fraternities. You only participate for one reason - to win. Winning intramurals requires several components. One major prerequisite is having a high-quality team, which also means having the best players. The only way to get the best players on your teams is to conduct tryouts, giving you the opportunity to see the players’ skills and abilities. These tryouts need to be conducted by the athletics chairman and team captains in an organized and fair manner. This means that even if someone made the team last year, they need to go through tryouts like everyone else. Also, people who just do not show up to tryouts cannot be on the team. By having tryouts this way and holding potential team members to

this standard, this will show you who is there for the right reason. Attendance should not be an issue at games because these individuals are serious about the sport. Tryouts also need to be open to everyone, brothers and pledges alike. At the end of the day it does not matter if we have a whole team of pledges on the field, you want the best individuals in your organization to represent PIKE.

Practice is another major part of winning intramurals. Holding regular practice is extremely important and will also show you who is there to play. You need to hold individuals accountable for attending practices as well as showing up to games. If players do not attend practice and do not have a viable excuse, then they should not be allowed to play in the games. Everyone needs to take this seriously, from the athletics chairman to the players. If new members see individuals missing practice and still playing in games, it only ingrains in them that they can do the same, and thus a negative cycle perpetuates. The combination of conducting effective tryouts, practicing regularly, and holding everyone involved accountable to their team obligations and responsibilities will enable you to do what PIKE does best - win.

## **Recruiting Varsity and Club Athletes**

Varsity and club athletes are the big men on campus. Everyone knows who they are on campus, whether it's in class, in the dining hall, or on the field. So, why not have these recognized and already well-respected gentlemen represent your organization? Ultimately it should be your goal to recruit members of these teams into your chapter. However, it may not be easy.

Chapters often say, "The coach won't let their players join a fraternity." If this is the case, supporting your institution in sporting events by having great attendance at games is a great way to gain respect from both players and coaches. Also, try to support those sports that are not always the most popular to go to. By having a good showing at some of the less popular games such as the men's swimming and diving team meet, tennis matches, or track meets, your presence will be more recognized. If you can recruit even just one member out of one of these sports, they may be able to bring in additional teammates to your organization. Athletes generally like to hang out together. They must attend rookie meetings, study hours, and some even have specific dining halls they all eat at. If you can bring in the right guy into your organization on an athletic team, he will be able to recommend other athletes, potentially bringing around even more athletes that become members of PIKE.

Men's athletics may seem a little intimidating or it may feel difficult to try to break into their groups. One way to be able to get access to these elite groups of athletes is by making friends or socializing with the female athletics teams. The women's athletics teams often hang out with the men's teams because they have so much in common. By supporting the women's athletics teams by attending games, inviting them to events, these women will hopefully start introducing you to their male sport counterparts, thus breaking down the barrier for you to be able to recruit these male athletes.

When it comes to the actual recruiting of athletes, this process must be taken slowly. You cannot be aggressive about him becoming a member immediately after meeting him. He may feel overwhelmed or unwilling to make the commitment not knowing whether it will be worth it. The best place to start is just by becoming friends with him. Get his number, invite him to events, and go through all the other normal recruitment techniques. It is also important to not sit there and talk about his sport and how the team is doing or how the season is going. This is the last thing he wants to discuss with you. He already talks about it all the time with his coaches, teammates, press, and roommates. You must become his opportunity to get away from all the hectic areas of a college athlete's life. You need to make PIKE his escape after a long day of study hours, practice, film, school, meals, etc. Once you can get him to see the opportunity, he will be more likely to want to join and help boost the diversity of your chapter and strengthen the core of your chapter.

## Document Intramural Performance

It is important to document athletics and your performance for multiple reasons.

- ◆ It is good to have all the dates and game reports to submit for the Year End Summary.
- ◆ Pictures are great to send out in any publication you might have (magazine, newsletter, brochure, etc.).
- ◆ Recognizing outstanding athletes in the chapter.
- ◆ Emailing the game summary out to the chapter for them to know who had a great game and who are the stars are on the team. This will push individuals to work harder and practice more when their statuses are going out to the chapter.
- ◆ For playoff purposes, it is important to know what teams are doing well and what players you might need to look out for so that you can change your game plan for that particular team.

## Document Varsity and Club Athletes

Documenting varsity and club athletes is essential because these members bring a lot to a chapter through their participation with campus athletics. Possible ways to document varsity and club athletes:

- ◆ Create an athlete book where athlete member profiles are kept and added to year to year.
- ◆ Create an athlete wall.
- ◆ Hang up their picture in their respective uniforms with the year they were initiated, years they played the sports, and any prestigious awards they won while playing.
- ◆ This will also be beneficial for recruitment and when these alumni return in later years and still see their picture on the wall.
- ◆ Document your athletes on your website.
- ◆ Anyone access your website can see the members that you have in the chapter that are in varsity and club athletics.
- ◆ Submitting to the *Shield and Diamond*.
- ◆ The *Shield and Diamond* is a chance for you to show the rest of the country all the great things that you are doing and all the great people you have in your chapter.

## Enhance the Plan for your Position

### Review of the Program

Once athletics have been completed for the year, it is important to get feedback from your committee and any other member of the chapter that may be able to help better athletics. This may be accomplished by numerous different methods.

It is important to get input from the athletics committee since they were involved with the process. Hold a meeting with the committee like normal and ask for feedback from the men. Also, announce in chapter meeting and over e-mail to the general membership that you would like to receive feedback about the athletics program. You can communicate to the chapter members that they may submit recommendations through e-mail or on paper in person.

It may be beneficial during all discussions with members to list out discussion points of the athletics program such as practices, sports played, and number of teams competing in sports, etc. to ensure that feedback is constructive and on point. Make sure that all feedback is captured and documented so that it may be added to the athletics documentation and the program may be improved in the future.

## **Ensure a Successful Transition for your Successor**

It is vital to the performance of your chapter that there is some transfer of knowledge to the next athletics chairman when your tenure is complete. This knowledge should be communicated in person and in writing through physical documentation.

The purpose of the physical documentation is to ensure that information is available for the new athletics chairman to easily reference during his tenure in the position. Documentation to include would be anything that could help your successor including but not limited to: the athletics chairman handbook, agendas for committee meetings, team rosters, rankings, playbooks, practice schedules, documentation of previous athletics chairman issues, slideshows, e-mail correspondence, notes to successor, etc. Ensure that every event that is completed with the position has an accompanying event summary as well. This includes all committee meetings, any athletics documents, pictures of intramurals, rankings, team rosters, practice schedules, playbooks etc. Any activity that you organized and completed during your tenure as athletics chairman should have an accompanying event summary. A sample event summary can be found on page 21 of this handbook. A sample contact list can be found on page 22 of this handbook. A sample notes to successor can be found on page 23 of this handbook. Again, the physical documentation pertains to anything that would help your successor transition more easily into his new position, so please ensure the physical documentation is organized.

Once the physical documentation is compiled, then you will be able to sit down with your successor to have a transition meeting. During this meeting, you want to make sure to describe the overall position (including the purpose of the position, the goals, weekly tasks, semester/quarter tasks, successes and failures, recommendations) and detail the physical documentation. Communicate anything to your successor that will be helpful and may be difficult to understand in the physical documentation. It is beneficial to review the goals that you set as athletics chairman, to help the new athletics chairman set goals, and to discuss any points that may be of difficulty during his tenure or that affected you while holding the position. Taking notes during this meeting will ensure that everyone is aware of what was discussed on the development of external operations.

You will ensure a successful transition for your successor if you are able to transfer physical documentation and conduct an in-person transition meeting. By ensuring proper transfer of knowledge takes place, the chapter will be able to continually develop better performing athletics.

## Event Summary

Date \_\_\_\_\_

Event \_\_\_\_\_

Committee and  
Chairman \_\_\_\_\_

Date and Time of Event  
\_\_\_\_\_

Description  
\_\_\_\_\_  
\_\_\_\_\_

Steps in Planning  
\_\_\_\_\_  
\_\_\_\_\_

Needed Supplies, Cost, Attendance, etc.,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Persons to Contact, Addresses, Phone Numbers  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions for Improvement  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Name  
\_\_\_\_\_

## Contacts

Phone \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_



## **Frequently Asked Questions**

### **Can Varsity athletes play intramurals?**

Most schools or universities allow varsity athletes to play intramurals just not in the specific sport they play for the university. It is best to look on the intramural website to clarify the specifics with your university.

### **Do I have to play sports to be athletics chairman?**

No, you do not have to play sports to be athletics chairman. Being athletics chairman most importantly takes organization skills and the ability to motivate the chapter. Often it is better to have someone who doesn't play on the team to be the captain or chairman because he will be more likely to put the best people on the field and come in with an unbiased view.

### **How do I get people to show up to intramural games?**

You will have to motivate the chapter. It is important to stress the importance of athletics to everyone in the chapter. They need to see the seriousness of winning and what it brings to your organization.