

## **Requesting Varsity Sports Status - Rugby** *Suggested Guidelines in How to Proceed*

This form is to help guide college rugby clubs through the process of applying for Varsity Status. The ideas and areas presented are merely suggestions to help form the best and most complete argument in support of your program.

Not everything listed must or need be included; several ideas are included which allow this guide to apply to a wide range of institutional situations.

Proposals for varsity consideration must include information on:

- General competition rules;
- Suggested NCAA regulations (e.g., playing & practice season, financial aid limits, coaching limits, recruiting);
- Format for the sport (e.g., expected facility requirements and costs, minimum/maximum competitions); and
- Related, supportive data (e.g., participation numbers for young women).

Please contact USA Rugby (Tam Breckenridge [tbreckenridge@usarugby.org](mailto:tbreckenridge@usarugby.org) / Rich Cortez [rcortez@usarugby.org](mailto:rcortez@usarugby.org) / phone: 303.539.0300) for additional support and assistance.

### **1. COVER**

An outline that clearly defines the purpose and goals of the rugby club. Incorporate any or all of the following basic information:

Open with general statement that states the main reason your club is requesting varsity status (best interest and welfare of the student-athletes, official recognition and affiliation with the school).

Create argument that rugby is a better addition to the varsity program at the college/university than any other prospective sport - can use any of the following as suitable/applicable:

- current campus student interest/support (also faculty and campus/club sports staff evidence of interest/support if available).
- history/tradition of the program.
- large squad size which add competitive opportunities for female students.
- existence of adequate practice and competition facilities.
- level of financial support, new or established: active alumni and/or booster group, any corporate partnerships.
- inclusion of the sevens rugby division in the Olympics effective with 2016.
- sufficient number of qualified coaches on current staff or available to provide appropriate leadership.
- availability of certified officials.
- availability of local and regional college opponents/established competition schedule.
- adequate student-athlete pool/potential players on campus and in locale of campus.
- growing youth participation providing prospective players in locale of campus.
- ability to run high school/youth camps and clinics to generate revenue.

Conclude this introductory letter with the club contact information:

\*Title/Name of the Proposed Varsity Team

**Team Representative(s)** (Name, Phone Number, E-mail Address) - 1-2 team representatives/officers  
and/or

**Team Coach** (Name, Phone Number, E-mail Address)  
and/or

**Faculty/Staff Advisor or Club Sports Director** (Name, Phone Number, E-Mail Address)

## Suggested Attachments / Key Areas of Information

### **2. FINANCIAL: Five-Year Budget**

List the start-up costs of the proposed sport in column one. This should reflect the **BASIC** needs of the program. In years 2, 3 and 4, expand the program's budget to ensure that the sport becomes a regionally competitive program by the fifth year. (For example: if more recruiting money will be needed over the years, please specify accordingly.)

**NOTE:** The line items included in this sample budget are provided **solely as a guide** for your consideration. **You do not need to go into such detail or try to incorporate all into your projected budget.** The point is to present a reasonably accurate financial picture of a varsity rugby program for your athletic administration to review.

Sample: Template for Proposed Budget:

<b>ITEM</b>	<b>Start Up Cost</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
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---Potential Budgeted Items (carried across for each year):

#### **EXPENSES**

- Number of Coaches (Head, Associate, Assistants), separate line for each coach, with salary
- Competition Expenses (as complete as possible or using best estimates)
  - Travel Expenses by proposed schedule of competitions - each Away contest/trip separate line consider: ground transportation, airfare, hotels, per diem
    - number in proposed travel party (# players, # coaches, # support staff)
  - Entry/Registration Fees
  - Officials Fees
  - Home Event Expenses (7's, 15's)
    - consider: facility charges, EMT/medical, staff, set-up/strike, parking, meal or snacks
  - Practice/Facility Expenses
  - Equipment Expenses
    - consider: Balls/cones/pads, scrum machine, game: jerseys/shorts/socks, training: jerseys/shorts/socks, protective gear, cleats, warm-ups, team parkas/track suits, kit bags
  - Recruiting
    - consider: Official campus visits, travel: meals/transportation/lodging, subscriptions, memberships
  - Athletic Scholarships/Grant-in-Aid Awards
  - Office/Other
    - consider: Telephone, computer/fax/scanner, basic supplies, postage, subscriptions, laundry, team awards, insurance

#### **INCOME**

- Booster/support group membership dues
- Donations
- Established Foundation Account
- Camps/Clinics (summer/Winter Break/during academic year: youth/hs/college/7's/coaches)
- Entry Fees from Hosted Events
- Fundraisers

### **2.a. FINANCIAL: Explanation / Background to Budget**

Briefly explain how you arrived at the numbers listed within the budget (expenses/income). Include any supporting documentation that you feel is necessary to support your position.

**Note:** When a varsity sport team is added to an intercollegiate athletic department, there are additional support services required to provide the student-athletes with the best possible experience. To the best of your ability, try to include, or describe, the level of support a varsity rugby team might require from the following support services:

Academic Support  
Athletic Trainers / Sports Medicine  
Maintenance and Grounds Crew  
Strength & Conditioning Coaches  
Administrative Support

Highlight potential revenue sources for this sport, including: ticket sales, fundraising efforts, the feasibility of camps and/or clinics (for youth/high school/college players and/or coaches).

### **3. FACILITIES**

Be thorough, attach supporting documentation where appropriate.

- What type of practice and competition facilities would be needed for the proposed sport?  
-Does this facility currently exist on the campus?  
-Can it meet the demands of the proposed sport?
- What kind of facility maintenance should be expected for the proposed sport?
- What type of locker room space is required? Is this space currently available?

### **4. COMPETITION**

Be specific, attach documentation (i.e. schedules from own and other institutions, etc.). A successful sport should be able to schedule competition against comparable institutions and within your geographic region.

- How guidelines of NCAA Playing & Practice Seasons will apply to your program
- What time of year does this sport compete?
- Number of years as a club sport
- Average number of participants (idea numbers but include range: minimum-maximum)
- Current roster of club team (include date the student first entered any collegiate institution full-time - representative class distribution, frosh-senior, indicates stability of program)
- Overview of competitions schedule (conference alignment / qualifying format / established pathway to play-offs/national championships)
- Results of the past two-three years of competition
- Club Budget (include actual expenditures, revenue, any fundraising proceeds)

### **5. IMPACT ON THE INSTITUTION**

Competitive impact this sport would have on the athletic department and the institution as a whole. Be thorough, attach supporting documentation where appropriate.

- Students involved with athletics have positive impact on institution's retention rates.
- What is the potential media interest for this sport (local, regional, national)?
- Does the conference sponsor a championship for this sport?
- How can we be competitive in the conference, zone, or nationally within 5 years?
- What is the availability of quality coaches for this sport?
- What is the local/regional spectator interest for this sport?
- Potential for team to field All-Americans, National Team members, Olympians?

## **6. COMPLIANCE WITH TITLE IX REGULATIONS**

How this sport will affect compliance with Title IX at the college/university.

Argument: the addition of this sport will support Title IX and strengthen the college/university's commitment to this federal law by meeting the Office of Civil Rights (OCR) three-prong test for compliance with Title IX, because it will address shortcomings in any of the following areas:

- a) varsity-level participation opportunities for male and female students at the institution are 'substantially proportionate' to their respective full-time undergraduate enrollments; or
- b) the institution has a 'history and continuing practice of program expansion' for the underrepresented sex; or
- c) the institution is 'fully and effectively' accommodating the interests and abilities of the underrepresented sex.

## **7. OTHER**

- \* Attach a page which includes the names and signatures of your current players showing support of the Petition for Varsity status.
- \* Attach a sample schedule for upcoming season (your own, league)/from previous season (your own).
- \* Include an official letter of support from USA Rugby for your Petition for Varsity Status.
- \* Include any other information considered necessary or worthy of consideration for varsity status.
- \* Be prepared to provide information from, or a copy of, the USA Rugby Sports Safety report, and USA Rugby's insurance policies, if you sense administrators have concerns over the level of danger associated with rugby.