

GUIDELINES FOR SPORT CLUB LEADERS AND OFFICERS

SPORT CLUB LEADERS AND OFFICERS

To be eligible to serve as an officer of a Sport Club organization, a person must be a full-time student (graduate or undergraduate) of the University. Faculty and/or staff members are not permitted to serve as club officers. Since sport clubs are self-administered, the daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club's success and they are ultimately responsible for seeing that the club functions smoothly and properly.

SPECIFIC DUTIES OF SPORT CLUB OFFICERS

Since each sport is different, the most effective method of operation will vary among the clubs. The club's constitution should outline the general duties of the officers as they pertain to the club. The club should decide which tasks should be assigned to each office. In an effort to assist you in this decision, a list of suggested duties is provided below.

President

- Keep Campus Rec informed of ALL club business
- Preside over club meetings and conduct club business
- Inform officers of pertinent policies/information
- Know what services are available to sport clubs
- Designate (2) people to represent the club at mandatory Sport Club meetings
- Delegate authority within the club
- Promote fund-raising events
- Approve club schedules and club due structure
- Generate any needed adjustments to club constitution.
- Ensure club compliance with rules/regulations of University and Campus Recreation
- Ensure that all appropriate forms have been turned in on time
- Train the next President

Vice President

- Insure completion of facility requests for all club activities
- Preside over meeting and business in president's absence
- Schedule Transportation
- Secure payments for officials
- Assist the President with his/her duties

Secretary

- Record and circulate minutes of all meetings
- Establish and maintain game schedules
- Maintain member information, rosters, and monthly reports
- Handle club correspondence
- Develop and circulate publicity regarding club activities
- Take photos of events, contests, etc
- Check club mailbox regularly (at least weekly)

Treasurer

- Handle all account transactions and purchases, in conjunction with Campus Recreation
- Prepare the Annual Budget Request in conjunction with the president
- Maintain appropriate records of the club's financial activity. **Keep receipts.**
- Brainstorm and carry out fundraising events
- Ensure the club stays within budget

Risk Manager

- Serve as first responder during all club practices and events, both on and off campus
- Must be CPR/ First Aid Certified
- Ensure club has First Aid Kit present at all practices, competitions, and travels
- Document injuries and incidents by completing an Accident/ Incident report
- Submit an Emergency Action Plan
- Inspect fields and/or facilities prior to every practice, game or special event
- Ensure each member is completing a participation waiver

Equipment Manager

- Checking out equipment from the Recreation Center for use during the year
- Issuing equipment as necessary
- Maintaining and repairing equipment as necessary
- Submitting damage and loss reports
- Submitting purchase request forms when new equipment is needed
- Recalling equipment from club members at the end of the club year
- Returning equipment to the Recreation Center for on campus storage during the summer

Recruitment & Social Media Manager

- Updating website with roster, news, alumni, pictures, etc
- Updating Twitter, Facebook, and Wildcat Link sites
- Attending recruitment opportunities such as Fall Fest, Jukebox, and U-Day
- Assisting President in advertising organizational meeting
- Reaching out to alumni and maintaining positive relationships
- Sending team photos and action shots to point of contact