

## **A.S./SDSU Sport Club Officer Agreement**

Club Team: \_\_\_\_\_

DATE: \_\_\_\_\_

Web Site: \_\_\_\_\_

Club E-Mail: \_\_\_\_\_

I understand that the sport club team listed above is responsible to the Aztec Recreation Sport Club Program, all Aztec Recreation/Sport Club Policies and Procedures, as well as all local, state and federal laws. As such, the club team is required to remain in good standing with the Department in order to continue operations as a Sport Club.

I understand that participation in the Sport Club program is voluntary, and each participant is required to complete all steps of the registration process each Academic year prior to participating with the club team. I understand that as an officer of the Club, it is my responsibility to make sure that all participants have completed the registration process prior to participating.

I agree to operate the club team in accordance with all University and Department Policies and Procedures, all local, state, and federal laws, and all policies and guidelines set forth by any league, organization, or national governing body that this club team may be associated with.

I understand my duties within the club team (dependent upon office held) as outlined in the Sport Club Handbook of Policies and Procedures and agree to perform to the best of my abilities these functions.

I understand that the San Diego State University (SDSU), the Associated Students, and Aztec Recreation-Sport Clubs maintain a zero-tolerance policy with regards to alcohol abuse (including alcohol present at club team events and underage drinking), illegal substance use, sexual harassment, discrimination, hazing, and any other illegal activity. I understand that I have a responsibility to promote safe and appropriate behavior both on and off the playing surface by all club team members. I understand that I have a responsibility to inform the Sport Club Administrative Staff if I believe a club team member, officer, or coach is behaving in any way that is detrimental to the University, the Associated Students, or Aztec Recreation-Sport Clubs.

I understand the club team must receive approval from Aztec Recreation-Sport Clubs prior to using any of the SDSU Sport Club Logo Types on any promotional material or apparel.

I understand the club team must receive approval from the Department prior to travelling off campus to conduct any business related to the Club.

I understand that attendance at all meetings and training sessions held by the Department is mandatory and failure to have the appropriate number of representatives at a meeting could result in disciplinary actions.

I understand that Club status and privileges may be revoked at any time by the University, Associated Student, or Aztec Recreation-Sport Clubs.

I understand that Associated Students and Aztec Recreation-Sport Clubs reserve the right to check my academic and disciplinary records. I authorize San Diego State University to disclose pertinent information to Aztec Recreation-Sport Clubs. I understand this authorization remains in effect for one year from the date of submission of this application/contract. I understand our roles and responsibilities include, but are not limited to the following:

### **President**

- Follow the regulations as stipulated in the Sport Clubs Handbook and inform all members of policy and procedures.
- Attend all scheduled meetings called by the Sport Club Council, or designate a representative from your club to attend all Sport Club Council Meetings. Failure to attend three or more meetings may result in suspension of Sport Club status.

- Attend the Sport Club Orientations.
- Serve as the liaison between the club and the Sports Club Administrative staff. This includes checking/responding to all e-mails, and voicemail from the sports club office.
- Have each club members complete the on-line registration and activate their Aztec Recreation membership.
- Ensure the equipment inventory system is followed.
- Check the club mailbox at least twice a week.
- Ensure that the club budget is kept up-to-date and is spent properly within budget limitations.
- Become familiar with the Accident Report Form (see Appendices) and procedures.
- Familiarize the next club president of all operating procedures of the club. This includes transferring this manual to your successor and making sure he/she becomes familiar with it.
- Delegate responsibilities to involve other club member.
- Coordinate facility usage with the Intramural & Sport Clubs Coordinator. Get advance approval for competition and practice schedules.
- Submit athlete eligibility checks to the Intramural & Sport Clubs Coordinator at least three weeks before conference deadlines.
- Enforce conference rules and regulations; make the Intramural & Sport Clubs Coordinator aware of these standards.
- Ensure that all coaches (paid and volunteer) have completed job employment packets on file with the Associated Students Business Office and that all pay is received through the A.S. Business/Payroll Office.

### **Vice President**

- Work closely with the President in coordinating organization activities.
- Preside over team meetings and business during the President's absence.
- Assume all duties of President in the event the President cannot complete his/her term.
- Assist the president in completing reports and required forms.
- Notify the sport club staff of any changes to the club's schedule (practice/competition).
- Routinely inspect equipment and facilities.
- Distribution of uniforms and equipment to club team members and collect all goods at the end of the season.
- Maintain the Sports Club team web site.
- Complete any responsibilities assigned by the President.
- Ensure club team compliance with all Aztec Recreation and University safety policies and emergency action plans.

### **Treasurer**

- Ensure the club team budget is kept up-to-date and is spent according to limitations.
- Maintain records needed for preparation of annual budget, re-budget, and funding allocation request.
- Ensure all donations are deposited into the SDSU Campanile Foundation.
- Collect dues and keep accurate record of all accounts.
- Maintain documentation of expenditures and receipts.
- Ensure all club financial obligations are met.
- Oversee fundraising activities.
- Complete any responsibilities assigned by the President.

### **Secretary**

- Conduct correspondence for the team.
- Update the team membership.
- Circulate publicity information.
- Oversee the handling and submitting of required forms and paperwork.
- Record and circulate the minutes of team meetings.
- Complete any responsibilities assigned by the President.

### **Sport Club Council Representative**

- Represent their respective club team during all Sport Club Council (SCC) Meetings.
- Attend bi-weekly meetings.
- Report to their club team any and all action taken during SCC.
- Participate in any SCC Sponsored Events.

### **Alumni Ambassador**

- Actively participate in Alumni engagement.
- Serve as contact for the Alumni.
- Develop and maintain alumni database.
- Inform Alumni membership of club team activities and events.
- Inform Alumni of any Alumni news, activities, or changes.
- Organize annual alumni event (game, dinner, social, etc.)

### **Public Relations**

- Work as part of a team along with the other team officers, team mentors, and the various sub committees within the club team
- Promote the club team to the SDSU campus, alumni, and extended campus community using all available methods of communication
- Provide team lists, match results and all relevant information to the Sports Club Office in a timely manner
- Keep records for historical purposes
- Make sure the club team is well presented

### **Safety Officer**

- Maintain current First Aid, CPR & AED certifications (must submit proof to Sport Club Office).
- Attends every practice and competition when a coach or certified athletic trainer is not available.
- In the event of an injury, provide assistance to the injured individual not acting outside the scope of your training.
- For all injuries submit an Aztec Recreation *Injury Report Form* to the Athletic Training Office and/or Sport Club Office
  - If the injury is an emergency:
    - Contact EMS by dialing 9-1-1
    - Stabilize the injured by caring for life threatening conditions until emergency medical personnel arrives
    - Notify athletic training staff or sport club administrative staff
    - Follow up on the injured individual by making sure they have seen the athletic training staff for their injuries
  - If the injury is not an emergency:
    - Provide first aid, not acting outside your scope of training
    - See that the injured individual receives proper medical attention by referring them to the athletic training staff or sport club staff.
    - Follow up on the injured individual by making sure they have seen the athletic training staff for their injuries
- Check out and maintains the first aid kit for all travel and or practice. Notify athletic training staff of all materials used in the kit.
- Bring to the Sport Clubs Director the first week of each month for inspection.
- Review and implement the emergency action plan for all club team events.
- Be in contact with the Sport Club Administrative staff with any safety concerns regarding your club team.

*By signing below, I acknowledge that all information provided on this form is accurate to the best of my knowledge. Additionally, I acknowledge that I understand all of the statements provided on the previous page(s) and agree to abide by the policies indicated and all other policies indicated in the Sport Clubs Handbook of Policies and Procedures. I understand that my status as an Officer may be terminated at any time by SDSU, the Associated Students, or Aztec Recreation-Sport Clubs. I also understand that Sport Club status may also be dependent on my ability to perform these functions accurately, honestly, and to the best of my ability.*

***Required Officers – President, Vice President, Secretary, Treasurer, Council Representative, Alumni Ambassador, & Public Relations Officer***

**Required Signatures**

_____ President Name	_____ Signature	_____ Red ID #	_____ Date
_____ Vice President Name	_____ Signature	_____ Red ID #	_____ Date
_____ Secretary Name	_____ Signature	_____ Red ID #	_____ Date
_____ Treasurer Name	_____ Signature	_____ Red ID #	_____ Date
_____ Council Rep. Name	_____ Signature	_____ Red ID #	_____ Date
_____ Alumni Ambassador Name	_____ Signature	_____ Red ID #	_____ Date
_____ Pub. Reltns. Officer Name	_____ Signature	_____ Red ID #	_____ Date
_____ Safety Officer Name	_____ Signature	_____ Red ID #	_____ Date
_____ Other Name	_____ Signature	_____ Red ID #	_____ Date
_____ Other Name	_____ Signature	_____ Red ID #	_____ Date

**National Governing Body, League or Conference Information**

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<b>Contact Name</b>	<b>Phone</b>		
<b>(Address)</b>	<b>(City)</b>	<b>(State)</b>	<b>(Zip Code)</b>
<b>Web Address</b>	<b>E-Mail</b>		

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