

APPENDIX:

I. ORGANIZATION RESPONSIBILITIES AND REQUIREMENTS

The following list of responsibilities for the organizations' positions should be considered as guidelines and not as a complete listing of responsibilities. Each organization must determine the exact duties of each officer.

A. President

Each organization must elect, appoint or designate a student President to perform the following duties:

1. Read and understand the contents of the Club Sports Manual.
2. When necessary, coordinate organization activities with the Primary Advisor.
3. Keep the organization's roster up-to-date. Maintenance of membership through the CCC site is required.
4. Be sure that your Club Sports President and/or pre-appointed alternate attends all Club Sports meetings. These meetings are scheduled for once a month. Failure to comply with this guideline will result in loss of funding eligibility.
5. Inform members of policies, procedures, expectations, and other regulations that must be followed.
6. Familiarize incoming officers with the Club Sports Manual prior to his/her assumption of duties.
7. Maintain an organization roster and update the Primary Advisor and CCC throughout the semester as needed.
8. Maintain complete equipment inventory records and update the organization's inventory when requested by the Primary Advisor. Arrange for summer storage of all equipment.
9. Arrange facility reservations (**Online Virtual EMS System**) for organization functions (such as practice, competitions, and/or meetings) with the Reservations Office in Goergen Center 1142.
10. Submit a current copy of the organization's constitution to the Primary Advisor and update the constitution for approval by the membership as needed. The Administration & Review Committee (ARC) and Senate must approve major changes made to an organization's constitution. Notify the Club Sports Primary Advisor if your organization needs to schedule a meeting to have their updated constitution approved.
11. Submit schedule of home competitions to the Primary Advisor at least one week prior to initial contest.
12. Notify the Primary Advisor of any changes in the organization's schedule.
13. Notify the Primary Advisor of any changes in leadership and make the appropriate changes to the officer information on the CCC website within one week.
14. Meet with the club Business Manager to prepare the yearly budget.
15. Promote good sportsmanship on and off the field or court.

16. Implement proper disciplinary action procedures when necessary.
17. Supervise fundraising projects.

B. Business Manager

Each organization must elect, appoint or designate a student Business Manager to perform the following duties:

1. Read and understand the contents of the SA Business Manager Manual.
2. Keep current financial transaction and liability records. Make sure these club sport funds are used properly.
3. Ensure the organization follows all Students' Association and Program policies and procedures regarding financial operations.
4. Ensure that the proper process for hiring coaches is followed and all coaches are formally hired through the Student Organization Finance Office (SOFO).
5. Document each expenditure with receipts.
6. Check with Club Sports regarding the financial status of your club on a regular basis.
7. Prepare an annual budget and submit to the SOFO Office mailbox before the deadline
8. Plan, coordinate and initiate fundraising efforts. Fundraising is often critical to the sustainability of the organization.
9. Attend all mandatory Club Sports meetings.

B. Compliance Officer

Each organization must elect, appoint or designate a student Compliance Officer to perform the following duties:

1. Report any injury, which occurs at practices or events on or off campus to the Club Sports Primary Advisor within 24 hours. Fill out an **Accident/Injury Report** on CCC.
2. Ensure that all organization members have submitted and completed a **Risk and Liability Waiver** before the member participates in any practices or contests. Also ensure that members who are required to have a physical have submitted proof of physical and have been cleared before they participate.
3. Submit **Safety Guidelines** via CCC before the season begins.
4. Distribute, maintain and oversee the organization's med kit if applicable. If getting a med kit from the Club Sports Primary Advisor, be sure to properly check in/out the kit at the beginning and end of each respective season.
5. Be aware of where the nearest medical supplies are with respect to where the organization holds its practice, competitions, ect.

II. COACH

1. Each recognized organization may work with the Club Sports Primary Advisor to determine if a coach is needed. The coach preferably will have both expertise and a high interest level in the activity.

A *SAAC COACH/INSTRUCTOR APPLICATION* may be obtained from the Club Sports section of the WCSA website under “Frequently Used Forms.” The form is currently listed as “Student Organization Coach/Instructor Application.”

A coaching application, which includes a position title, length of the agreement, job description, example of work expectations, expected number of weeks, days & hours, and resume must be submitted to the Club Sports Primary Advisor.

A. Club Sports R Club Membership

Up to 1 R Club Membership free of charge may be available per organization for coaches on SOFO payroll only. This membership will allow the coach access to all facilities within the River Campus Sports Complex during scheduled hours.

Purchase of an R Club Membership does not authorize participation in a club sport. The following policies must be adhered to in order to obtain an R Club Membership:

1. Annually, all coaches must have on file with the R Club office a completed application, signed statement of risk which is approved by the organization’s leadership;
2. The application and waiver must be signed off on by the organization’s leadership; said differently the organization must annually approve the coach who will receive the no charge membership, organization leadership must let the R Club office as well as the Club Sports Primary Advisor know if they release a coach or if they change coach.
3. All approved coaches must have a valid, activated UR ID card for entry into the Goergen Athletic Center. If a coach does not have a UR ID card they will not be able to gain access into the GAC.
4. Guest coaches may be guested in by an organization member, the cost is \$3.00/guest of a student (guest coaches do not enter for free);
5. The no charge membership is valid from the first day of classes, or the date of hire, until the end of May of that academic year.

To obtain an R Club Membership:

1. Once officially hired by SOFO and coaching agreement has been signed, the coach will go to the Susan B. Anthony Building to get ID card. ID number will be needed to complete R Club membership application.
 2. Organization President/Business Manager will give the coach R Club application.
 3. Once completed, return the R Club application back to the organization or to the Club Sports Primary Advisor.
 4. The Organization President/Business Manager will submit the R Club application to the Club Sports Primary Advisor if the coach has not already done so.
 5. After confirmation of appointment, personnel's ID card will be activated for access to the GAC. At that point, the R Club Office in the GAC will send a confirmation email to the organization's leadership and the coach indicating that the coach now has access to the GAC. The coach WILL NOT be permitted access into the GAC prior to this process completion.
- * Steps must be done for both New and Returning Coaches.
* Please allow for two business days for ID cards to be activated.
6. The coach should be available to club sport leaders during the development of projects and programs; to provide expertise and direction to help ensure that activities are well planned and reflect favorably on the University.
 7. Other responsibilities of the coach:
 - a. Serving as a resource for organization leadership regarding club matters
 - b. Assurance of the organization's compliance with state and federal laws
 - c. The coach must help assure good sportsmanship at all times
 8. The coach will provide continuity to the program from year to year by assisting the new officers during the transition process.
 9. Each club sport is provided the opportunity to be self-organized and self-governed with the appropriate guidance of the coach. The coach should be involved but should not dominate in a manner that would remove the opportunity for student development.
 10. Although it is the prerogative of the organization to have a coach, the Club Sports Primary Advisor has the right and obligation to protect the organization. If in the advisor's opinion, the coach is not meeting his/her responsibilities for the organization, a meeting will be set up with the club president to discuss the matter.
 11. The coach must be aware of and follow all University and Club Sports policies and procedures.
 12. The coach should be hired following the steps outlined in the Club Sports manual. At the completion of each school year, organizations must evaluate the coach and either renew the coach for the following year or issue a letter of dismissal.
 13. Coaches must be hired through the University, and through the Student Organization Finance Office (SOFO). **COACHES MAY NOT WORK ON A VOLUNTEER OR UN-PAID BASIS!**

