

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 Council 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, emergency procedures, safety guidelines 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 organization's CCC page 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.
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 Implement proper disciplinary action procedures when necessary.

B. Business Manager

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 SOFO 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 and adhere to all Supplemental guidelines.
6. Prepare an annual budget and submit on CCC before the deadline
7. Attend all mandatory Club Sport Council meetings.

C. Compliance Officer

1. Can be a new eboard position or an additional responsibility of a current eboard member.
2. Report any injury, which occurs at practices or events on or off campus to the Primary Advisor within 24 hours. Fill out an **Accident/Injury Report** on CCC.
3. 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 been cleared before they participate.
4. Oversee and manage any medical supplies, including a Med Kit provided by the Primary Advisor if applicable.
5. Be aware of where the nearest medical supply area is in relation to a practice/game.

II. COACH

1. Each recognized organization may work with the 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 **COACH/INSTRUCTOR FORM** may be obtained from the Club Sports section of the WCSA website under “Frequently Used Forms.” The form is also on CCC.

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 via the form.

***Club Sports Organizations are only allowed to have ONE coach on payroll. As a reminder, volunteer coaches are no longer allowed. All coaches are hired via university payroll as a TAR. Coaches are not eligible for benefits other than worker’s compensation.**

A. Club Sports R Club Membership

Up to 1 R Club Membership free of charge may be available per organization for a coach on SOFO payroll for groups who use the Goergen Athletic Center (GAC) for practices/competition. This membership will allow the coach access to all Athletic facilities within the River Campus Sports Complex during scheduled hours. *This membership is not available to groups who use Spurrier Gym.*

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 as well as the Club Sports Primary Advisor;
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 Club Sports Primary Advisor know if they release a coach or if they change coach via the **Coach Evaluation Form** on CCC.
3. All approved coaches must have a valid, activated UR ID card for entry into the Goergen Athletic Center (ID card activation only happens after we receive the application); if a coach does not have a UR ID card they will not be able to gain access into the GAC.
4. The Club Sports Primary Advisor will initiate the process and send the relevant paperwork to the coach.

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!

