

CLUB SPORT OFFICER AGREEMENT

Club: _____

Date: _____

Each Club must appoint a President, Vice President, Treasurer, Secretary, and Community Service Chair. This form is to be completed whenever there are new officers and turned into the Rec Sports Office to indicate those who have been appointed to these positions. It is important that each Officer is aware of and agrees to the expectations of the appointed title.

- We, the undersigned, as members of this organization, are authorized to act on its behalf and to access/reserve University facilities and services for this organization. We agree to comply with all Ferris State University and Club Sport policies and procedures, and to share this information with all members.
- We recognize, understand, and accept the responsibilities as outlined in the RSO Handbook and Club Sport Handbook, and to share this information with all members.
- We agree to ensure that the organization abides by all local, state, and federal laws. As official representatives, we understand that we may be held jointly and/or individually responsible for the activities and the behavior of the organization and liable for all incurred debts and obligations to the University.
- We certify the information on this form is accurate and will be kept current and that we have read the Club Sports Handbook. We agree to these points with the intent to continually represent the University in a favorable light.

As the Executive Board of your Club, you all are the primary contact between the Rec Sports Office and your Club members, Coaches, and Advisors. You are expected to work together to make sure your Club follow all rules and regulations.

Responsibilities include but are not limited to:

- Representing your Club at all Club Sport Council meetings
- Ensuring compliance to the Club Sport Handbook and RSO Handbook
- Reporting anytime your Club travels and the away participation numbers
- Tracking your Clubs budget and submitting proper forms to make purchases
- Tracking and reporting all fundraising
- Submitting a home schedule in time for it to be staffed
- Turning in all forms by their due dates

I have read and understand the above responsibilities. With my signature, I agree to lead my Club dependably, following all rules and regulations and should I or the Club not do so, I or the Club will be sanctioned accordingly.

President name printed clearly: _____

Phone number: _____

E-mail: _____

President signature: _____

Date: _____

V.P. name printed clearly: _____

Phone number: _____

E-mail: _____

V.P. signature: _____

Date: _____

Treasurer name printed clearly: _____

Phone number: _____

E-mail: _____

Treasurer signature: _____

Date: _____

Secretary name printed clearly: _____

Phone number: _____

E-mail: _____

Secretary signature: _____

Date: _____



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Community Service Chair name printed clearly: _____

Phone number: _____ E-mail: _____

Community Service Chair signature: _____ Date: _____

Advisors:

The Advisor is a vital link between the Club and University, providing guidance and offering mature judgment and experience in program development. The Clubs are still student run organizations and as such, the students should be the ones running the program.

Advisor name printed clearly: _____

Phone number: _____ E-mail: _____

Advisor signature: _____ Date: _____

Coach/Instructor:

The Coach/Instructor should have a firm grasp of the basics, understand safe conditioning and training methods, can relate to the Club members, and be knowledgeable of the policies and procedures of the Club Sport Program. However, the Club Officers have the right and obligation to protect the Club if the Coach/Instructor is not working in the best interest of the Club. Recommendations by the Coach/Instructor are encouraged and will be considered by the group; but ultimately the final decision rests on the Club members, who will be held accountable.

Coach name printed clearly: _____

Phone number: _____ E-mail: _____

Coach signature: _____ Date: _____

OFFICE USE ONLY

DATE RECEIVED: _____ RECEIVED BY: _____

FORM COMPLETED: YES OR NO (IF NO, THE FORM SHOULD BE RETURNED TO THE CLUB)

SIGN: ASSISTANT DIRECTOR – CLUB SPORTS

DATE

