

Santa Clara University

Club Sports: **Officer Duties**

President

- Serves as the liaison between the club and the Assistant Director of Recreation
- Administers club meetings, practices and games
- Enforces and adheres to policies and regulations as outlined in the Club Sports Handbook
- Ensures completion of appropriate Club Sports forms for all club business
- Ensures all potential team members complete required player forms
- Ensures that only those on the club's officially approved roster are participating
- Submits requests for facility space for meetings, practices and games
- Submits annual Club Sports awards nominations
- Attends the Mandatory Officers' Meeting each quarter (with one other officer)
- Remains knowledgeable of the club's financial status
- Notifies the Club Sport Office of changes in leadership or changes to the team roster
- Promotes good sportsmanship
- Checks the club's mailbox at least once per week
- Ensures that a certified safety officer is in attendance at all practices, competitions or activities, home and away
- Submits a budget in the Fall to the Club Sports office (in conjunction with treasurer)

Vice President

- Presides over club business in the absence of the president
- Assists the president with his/her duties
- Understands policies and regulations as outlined in the Club Sports Handbook
- Assists club with scheduling games and special events
- Assists club with travel, transportation, lodging and food (this includes submission of Travel Form 4 days prior to departure)
- Assists all team members and coaches with getting approved as drivers
- Orders equipment and apparel in conjunction with team president and treasurer
- Arranges for officials, supervisors and field lining when necessary

Treasurer

- Assists club president in preparing an annual budget request (by 3rd Friday of fall quarter)
- Maintains detailed records of all financial activities and transactions
- Understands the policies and procedures for processing all financial requests
- Collects member dues
- Deposits all income into the club account
- Submits bills, receipts, invoices, etc to be paid by the Club Sports Office
- Ensures that all submitted expenses are turned in with appropriate forms and sufficient documentation/proof
- Works with president and vice president to ensure the team has funds to cover all purchases (equipment/apparel/other expenses) and reimbursements

Secretary

- Maintaining a current list of email addresses and phone number for club officers and members
- Maintains official roster provided by the Club Sports Office (and has this printed roster on hand at all club practices/games/events)
- Records and circulates meeting minutes
- Develops and circulates publicity for club activities (all publicity materials must be approved by the Assistant Director)
- Maintains team website
- Submits Results Forms

Safety Officers (2)

- Submits injury and incident report forms as needed (and within 48 hours)
- Possesses current CPR and First Aid certifications from an approved organization and takes action in emergency situations based on that training
- Attends club practices, competitions, and activities – home and away
- Checks the safety of facilities and equipment before allowing members to participate
- Reports any major injuries (including all that involve ambulance transport to hospital) to the Assistant Director immediately