CLUB LEADERSHIP

A sport club is a student organization recognized by the Office of Campus Programs (OCP) and Campus Recreation Services (CRS), which has been formed by individuals motivated by a common interest and desire to participate in a sport activity. Student leaders are at the heart of every sport club and oversee the daily operations imperative to the club’s success, including running practices, scheduling competitions, managing club finances, planning social events, and maintaining constant communication with the Sport Club Staff. Each year, student leaders are elected into roles as sport club officers and serve a January to January term.

Officers
Each sport club shall elect, at a minimum, a president, a vice president, and a treasurer. Other specific offices may be indicated in the club’s constitution. All officers must be, and remain, full-time (12 credits or more) University of Maryland students. Full-time status may be verified by the Assistant Director-Sport Clubs. Since clubs are self-administered, the management of club business is the responsibility of the officers. Each club should identify the responsibilities of its officers. The following list of suggested duties should serve as a guideline. Sport club officers' responsibilities include, but are not limited to:

President
- Serve as the liaison between the club and the Assistant Director-Sport Clubs. This includes checking/responding to all emails and voicemails from the Sport Club staff.
- Conduct elections of officers once a year (BEFORE the end of Fall Semester).
- Attend all meetings called by the Assistant Director-Sport Clubs, or send a representative.
- Ensure that all required forms and reports are submitted on time.
- Complete procedures for registering as a student organization with the Office of Campus Programs (OCP).
- Submit a semester report of all activities at the end of each semester. This must include income, expenses, and current bank account balance.
- Familiarize the incoming president with all club procedures and financial status prior to his/her assumption of duties.
- Delegate responsibilities to involve other club members.

Vice President
- Preside over club meetings and business during the president’s absence.
- Assist the president in completing reports and required forms.
- Notify the Assistant Director-Sport Clubs of any changes in the club’s schedule.
- Check the club mailbox in the ERC and e-mail, at least once a week.
- Arrange club travel and promotion.
- Organize club’s presentation for the First Look Fair, Sport Clubs Fair, & other promotional events.

Secretary
- Attend all club meetings and record minutes.
- Conduct correspondence for the club and update the membership roster.
- Submit Activity Report Forms (including practices, scrimmages, and games) for the proceeding week to the Assistant Director-Sport Clubs by no later than midnight on the following Sunday.
Treasurer
- Collect dues and keep an accurate record of all accounts. Keep all receipts to document all income and expenses.
- Work with the president to prepare club’s budget request; maintain club financial records.
- Submit a statement of all club funds on hand, both in checking and savings, at the end of each semester to the Assistant Director-Sport Clubs.
- Submit all necessary documentation for purchases using CRS or SGA funds to the Assistant Director-Sport Clubs.

Safety Officer
- Ensure that all Release and Informed Consent Forms are collected and submitted.
- Routinely inspect club equipment and facilities.
- Complete and submit Accident Report Forms when appropriate.
- Keep the club’s first aid kit stocked and ensure it is on site.
- Ensure that at least two (2) CPR/AED certified members are present at all practices and competitions. For all tournaments (any instance where a club is hosting more than three visiting clubs) clubs will be required to have someone designated to respond to emergencies such as an EMT or athletic trainer.
- Ensure club compliance with all CRS and University safety policies and emergency actions procedures.
- Ensure proper biohazard handling and disposal.

Equipment Officer
- Keep accurate records of all club equipment, including purchase date, storage location, and current condition.
- Inform the Assistant Director-Sport Clubs if any equipment becomes damaged or unsafe.
- Distribute equipment to club members and collect equipment at the end of the club’s season.

Additional Resources for Officers
Please feel free to add additional officers (travel secretary, social chair, etc) as needed. Remember that many hands make light work! In addition to the meetings and trainings for club officers throughout the year, there are four (4) major ways that club business has been streamlined:
All sport clubs now have a gmail account, designated as the main point of contact between CRS and the club. It is suggested that all officers have the log-in information for the club gmail account so that nothing slips through the cracks. Additionally, the gmail accounts serve as an electronic club history by storing all club paperwork within GoogleDocs (soon to be GoogleDrive). Save all relevant paperwork here so that club paperwork can be easily passed between officers from year to year.

Many clubs have chosen to create a club handbook that outlines the nuances of their particular club. From governing body policies to important contact information for rival teams, this is a great way to pass along important information from officer to officer, year to year. It can also save officers the trouble of “reinventing the wheel” – once you have found something that works for your club, jot it down so that next year’s officers can follow suit. A club handbook should be updated frequently. Review it throughout the year and add information as needed. The information you pass along will be the legacy you leave for your club. If you would like to see an example of a club handbook, please check with the Assistant Director-Sport Clubs.

At the beginning of the fall semester and the end of the spring semester, the Assistant Director-Sport Clubs will schedule meetings with each officer group. This is your chance to discuss your club’s history, goals, and needs in depth with CRS and can be a great way to ensure that your club’s needs are met each year.

**Officer Transitions**

The successful transition from outgoing to new leadership is vital to the continued success of the club. The officer term is January to January. This time frame helps to ensure that the club’s leadership remains strong, even though the transition period.
The following steps must be taken by the outgoing and incoming officers to ensure a successful transition:

- Turnover of all club records and inventory of all club equipment to new club officers.
- Review of all financial records.
- Update signing authority at the bank (**MUST be done prior to February 1 each year**).
- Review all forms including last year’s budget allocations and end of year report.
- More information will be available at the Officer Transition meeting, held annually at the start of the spring semester but this chart represents how a club might go about preparing for the transition:

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Start to talk about different positions within the club in November

Hold club elections between November 15–30

New officer names & contacts due to CRS by December 1

New officers will not take office until the Spring Officers Meeting in January
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