

## Chapter 2: Administration & Leadership

- |   |                                   |
|---|-----------------------------------|
| A. The Division of Student Affairs              | D. Sport Clubs Student Leadership |
| B. Department of Student Activities             | Sport Clubs Executive Committee   |
| C. The Department of Recreational Sports        | Sport Clubs Student Leaders       |
| Sport Clubs Advisors                            | E. Coaches & Instructors          |
| Sport Clubs Student Assistants                  | Coach's Guidelines                |
| Sport Clubs Supervisors & Tournament Assistants |                                   |

### A. Division of Student Affairs

The Division of Student Affairs is comprised of 18 departments, including the Department of Recreational Sports. The Division of Student Affairs contributes to student learning and development. They provide exceptional services, facilities, and programs that promote student success, embody the Aggie spirit, and foster a diverse and inclusive campus community to deepen the understanding and individual application of the Aggie Core Values – Loyalty, Integrity, Excellence, Leadership, Selfless Service and Respect.

### B. Department of Student Activities

The [Department of Student Activities](#) exists to aid all recognized student organizations, including sport clubs. This office is responsible for the recognition of all student organizations, and offers a variety of services, including leadership seminars, the Student Organization Finance Center, the Student Organization Manual, and a resource library to help club leaders be successful. The Student Activities Office is located in the Koldus Building, and can be contacted at 979.845.1133 or [studentactivities.tamu.edu](http://studentactivities.tamu.edu).

### C. The Department of Recreational Sports

The mission of the [Department of Recreational Sports](#) ([recsports.tamu.edu](http://recsports.tamu.edu)) is to provide quality programs, services and facilities to a diverse Texas A&M community. We encourage the lifelong pursuit of active, healthy lifestyles and enhance student development by providing leadership and employment opportunities.

The [Texas A&M Sport Clubs Program](#) is a very significant component of the Department of Recreational Sports. Sport Clubs receive dedicated administrative and financial assistance through the Department, including the use of top-notch facilities, annual monetary allocations, office services and post-season travel assistance. In addition to these services, the Department employs two full-time advisors, a Graduate Assistant, Student Assistants, Supervisors, and Tournament Assistants to assist Sport Clubs leaders in their pursuit of success.

#### Core Values

- Modeling a Balanced Healthy Lifestyle
- Integrity
- Respect
- Quality
- Service
- Leadership

## Sport Clubs Advisors

The Sport Clubs Advisors serve as the primary advisors and resources to sport clubs' leadership and their student members. It is the responsibility of the Sport Clubs Advisors to monitor club activities to assure participants are performing in a safe environment, and to ensure clubs are operating under University policies and procedures. As advisors and facilitators, they will provide options and manage the parameters under which choices are made. The students will be expected to make decisions for themselves and shoulder the responsibility for the outcomes of their choices.

As Sport Clubs leaders, you will be given opportunities to exercise independent initiative and judgment. You will be afforded as much freedom to operate as possible, provided you operate within the framework of the guidelines and regulations presented in this guidebook. In return, it is expected you will exercise your best judgment and maintain an open line of communication with the Sport Clubs Advisors.

### The Sport Clubs Advisors will dedicate themselves to providing

- Awareness of your understanding of the rules and regulations of the [Texas A&M Student Rules](#), particularly those pertaining to [Texas A&M student organizations](#)
- Awareness of liability issues (i.e. hazing, alcohol, travel, etc) and assist the club in making reasonable and prudent decisions regarding these issues when planning activities
- Availability to the officers and members of the organization on a regular basis for advice and consultation

### How to best utilize your advisor

- Keep your advisor informed of the club's activities and plans
- Meet with your advisor prior to club meetings to discuss the agenda topics to be covered
- Be open to suggestions and criticism from your advisor. His/Her knowledge and experience will help when faced with difficult issues.
- Attend scheduled monthly meetings

*Advisors can be a great resource for your club; take advantage of their insight and experience!*

### **The advising responsibilities for the Sport Clubs Association have been assigned as follows:**

**Keith Joseph - Primary Advisor;** Jessica Konetski - Secondary Advisor

- |                        |                |                  |                      |
|------------------------|----------------|------------------|----------------------|
| • Archery              | • Ice Hockey   | • Polo           | • Wakeboarding       |
| • Cheer Squad          | • Judo         | • Sailing        | • Water Ski          |
| • Competitive Climbing | • Men's Rugby  | • Triathlon      | • Women's Lacrosse   |
| • Crew                 | • Men's Soccer | • Trap and Skeet | • Women's Volleyball |
| • Golf                 | • Paintball    |                  |                      |

**Jessica Konetski - Primary Advisor;** Keith Joseph - Secondary Advisor

- |              |                    |                |                      |
|--------------|--------------------|----------------|----------------------|
| • Baseball   | • Gymnastics       | • Powerlifting | • Women's Rugby      |
| • Basketball | • Men's Lacrosse   | • Racquetball  | • Women's Soccer     |
| • Bowling    | • Men's Volleyball | • Taekwondo    | • Women's Water Polo |
| • Cycling    | • Men's Water Polo | • Ultimate     | • Wrestling          |
| • Fencing    | • Pistol           |                |                      |

Keith and Jessica will work with **ALL** clubs on a regular basis, primary advising responsibilities were determined to give the clubs greater consistency. A full-time professional will be able to devote time specifically to matters unique to the organizations they primarily advise and will become the contact for situations arising within these organizations. The hope is to increase communication between officers and advisors.

### **Sport Clubs Graduate Assistant**

The Sport Clubs Graduate Assistant fulfills a very important role within the Sport Clubs program. This person will be assigned various administrative roles within the area. The Graduate Assistant will assist with the day-to-day operations and coordination of the program. Most importantly, they will support you in your efforts to lead a successful organization.

### **Sport Clubs Program Assistant**

The Sport Clubs Program Assistant is instrumental in the day to day operations of the Sport Clubs Association. The Program Assistant processes all paperwork submitted by the Sport Clubs students and is available to assist the clubs with understanding the processes and guidelines established by the Department of Recreational Sports.

### **Event Assistants & Supervisors**

The Department of Recreational Sports developed the Sport Clubs Supervisor & Event Assistant positions to assist clubs with the details and logistics of holding practices, hosting events, while also helping to ease the burden on the facility staff during sport clubs practices, tournaments and competitions. These students will be hired and trained for the following (some or all depending on their position):

- Check in players at club practices to ensure AORs on file
- Liaison to Penberthy Rec Sports Complex Supervisor, Rec Center and PEAP Supervisors
- Assist in making decisions on weather related issues
- Liaison and contact between participants and Medics
- Assist the facility staff in monitoring the behavior of tournament spectators and guests
- Act as the tournament representative for all sport clubs participants and spectators
- Assist with the clean up of all utilized facilities at the completion of events

## D. Sport Clubs Student Leadership

Because all clubs in the Sport Clubs Association are first and foremost student organizations, the elected student leadership is integral to the success and development of the group. The elected student leaders will be trusted and empowered to make decisions that impact not only their individual organizations, but also the Sport Clubs Association as a whole.

### Sport Clubs Executive Committee

The Sport Clubs Executive Committee consists of five members, as elected by the Sport Clubs Association during the April Sport Clubs Association meeting, and the Sport Clubs Graduate Assistant. These individuals serve as the leadership of the Sport Clubs Association and fulfill the following responsibilities.

- Liaison with designated clubs (keep in contact with those clubs throughout the year by attending monthly meetings, attending events, communicating, etc.)
- Provide direction for the implementation of new policies and regulations
- Act as a liaison between the sport clubs and the Sport Clubs staff
- Provide a forum for clubs to discuss concerns without intervention by the Sport Clubs staff
- Review applications for new sport clubs and make recommendations for the acceptance or decline of new organizations into the Sport Clubs Association
- Accept additional responsibilities as assigned by the Sport Clubs staff
- Program end of the year event

To achieve consistency in the decisions made by the Sport Clubs Executive Committee, it is important that the five elected individuals fulfill the responsibilities of the committee. For this reason, clubs should ensure the person elected to the Sport Clubs Executive Committee attends all Executive Committee meetings. **Sport Clubs Executive Committee members will be held accountable during disciplinary actions sanctioned against their sport club.**

*The members of the Sport Clubs Executive Committee will be elected in the following manner*

1. Each club has the ability to select or nominate members from their club to be considered for the Executive Committee. Each nominated member must submit an application for consideration by the posted deadline.
2. **Every year there will be a set of clubs required to nominate a member. This will rotate to where every club will be required at least once every 3 years to have someone running for the committee.**
  - 17-18**— *Comp. Climbing, Crew, Gymnastics, M. Volleyball, M. Water Polo, Pistol, Racquetball, Trap & Skeet, Ultimate, Water Ski, W. Rugby, W. Soccer*
  - 18-19**— *Archery, Baseball, Cycling, Golf, Ice Hockey, M. Lacrosse, Polo, Sailing, TaeKwonDo, Triathlon, W. Volleyball, W. Water Polo*
  - 19-20** - *Basketball, Bowling, Cheer Squad, Fencing, Judo, M. Rugby, M. Soccer, Paintball, Powerlifting, Wakeboarding, W. Lacrosse, Wrestling*
3. Nominees will be placed in one of two classifications: Team or Individual
4. All applications will be reviewed by the current Executive Committee and Sport Clubs staff. They will narrow the pool to 10 candidates, who will then run for the 5 positions.
5. During the first April meeting, candidates will make a brief presentation to the club representatives on their reasons for running.
6. Each club represented at the first April meeting will have the opportunity to vote for two representatives of each classification.
7. The votes will be counted, and the top vote earners will be named to the committee.
8. Responsibilities will begin with the second April 2016 Sport Clubs Association meeting and continue through the end of the year event in Spring 2017.

Elected members of the 2016-2017 Sport Clubs Executive Committee

**Angela Dodd, Women's Lacrosse**  
**Nick Price, Men's Soccer**  
**Annie Lui, Fencing**

**George Locus, Pistol**  
**Kimbre Watkins, Women's Water Polo**

**Sport Clubs Student Leaders**

The success of each club depends on the dedicated and mutual efforts of its student leaders and club members. The following outline provides a description of responsibilities that may be assigned to the various leadership positions. This is by no means a complete list of officer positions or assignments.

President

- Develop and distribute agenda for each Executive Committee weekly meeting
- Determine topics for monthly Sport Clubs Association meetings and arrange speakers as needed
- Lead Sport Clubs Association meetings (2 per semester)
- Act as a liaison to selected sport clubs

Special Events/Awards

- Plans, coordinates, and organizes special events, such as the annual Sport Clubs end of year event, Can food drive, and Sport Clubs Day.
- Selection committee/process for awards throughout the year to clubs and individuals.
- Act as a liaison to selected sport clubs

Social Media/Marketing

- Communicate with clubs to track all competition results
- Create, develop, and produce the monthly Sport Clubs Blog on website
- Update/market club activities through social media accounts/sites
- Act as liaison to selected clubs

Graduate Assistant

- Assist each member of the Executive Committee with any of their responsibilities
- Reserve facilities as needed
- Evaluate all events, roles, and processes of the Executive Committee
- Act as a liaison between the Executive Committee and the Sport Clubs staff

Treasurer/Allocations

- Work with the Sport Clubs staff to determine future budgetary needs
- Create training/education sessions for clubs during budget process
- Schedule budget meetings for clubs
- Make recommendations for annual funding to each of the eligible sport clubs
- Tracking of all transactions for the Sport Clubs Executive committee
- Act as a liaison to selected sport clubs

Monthly Meetings/Election Process

- Program monthly meetings for the Sport Clubs Association (Nov/Feb)
- Schedule speakers/activities for meetings
- Communicate, recruit, and educate Association on executive committee.
- Create Exec Committee application
- Review and select applicants for Exec Committee
- Oversee Election process for new Exec Committee
- Act as a liaison to selected sport clubs

**E. Coaches & Instructors**

Coaches/Instructors are not a requirement for members of the Sport Clubs Association; however, it is important to know the guidelines of your national governing body because some do require clubs have coaches with certain certification levels. The Department and the Sport Clubs staff do not have the expertise to determine the technical skills of a coach/instructor and, therefore, rely on the judgment of the Sport Clubs members to evaluate those qualities and skills. If a club feels the expertise of a coach or instructor would be an asset, it is the club's responsibility to secure the services of an instructor or coach for their team. The person who serves in this role will not be considered an employee of Texas A&M University or the Department of Recreational Sports, and cannot be paid with university funds.

**Clubs can choose to have background checks performed on Sport Clubs coaches.**

**Coaches and Instructors must abide by the following guidelines:**

1. The coach/instructor shall be aware of and follow all University and Department procedures relative to the Sport Clubs Program. **16-17—Each Coach and President MUST attend the Coach's training session in Mid-October.**
2. **The coach/instructor should restrict his/her contributions to coaching and should refrain from activities involved in the club's management.** A sport club is first and foremost a student organization. The philosophy, and key, to the success of the Sport Clubs Program has been the continued emphasis placed on student leadership and participation. Therefore, matters involving the management of the club must be left to the student members. **The student leaders, not the coach, must serve as the liaison between the sport club and the Sport Clubs staff.**
3. Club business matters (i.e. hosting tournaments, submitting forms, and requesting facilities and equipment) must be coordinated by the club members, with the coach/instructor serving in an assistant capacity. Club activities and events should not be left solely to the coach or single student leader.
4. Coaches and instructors should refrain from discussing sport club matters with anyone but the club, its advisor, and the Sport Clubs staff.
5. Participation in the Sport Clubs Program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach. Where club scholarship funds have been established, a committee shall decide who will receive these rewards according to the written guidelines for that account.
6. Coaches and instructors should help ensure good sportsmanship at all times. Sport Clubs members are representatives of Texas A&M University and should conduct themselves in a manner that does not detract from the reputation of the University. This includes competitive situations on and off-campus, contact with other teams and institutions, and interactions with event staff.
7. Sport Clubs coaches should always act in a professional and appropriate manner when around the student athletes. Coaches should restrict contact with club members to sport activities. Acting in an inappropriate way (i.e. purchasing or drinking alcohol with student athletes, discrimination on/off the field, unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature in the sports setting or away from the field of play) will result in removal from the coaching position.
8. The Department of Recreational Sports has an obligation to protect the student members of the Sport Clubs Program. If, in the Sport Clubs staff's opinion, the students are being neglected, misled, or not working in the club's best interest by the coach/instructor, he/she will be released from their position within the club. If the coach violates any Sport Clubs or University rules, policies, or procedures, he/she may be released from their position with the club.
9. Coaching is not only an obligation to develop skills, condition, and motivate players, but also to protect their safety. In addition to taking certain steps to reduce the risk of injury to the students, coaches should be concerned with the risk of their own liability as a result of serious injury. It is recommended that coaches purchase travel, medical, and liability insurance.
10. Coaching in sport clubs is a volunteer position. The Department of Recreational Sports does not pay coaches. Clubs may choose to provide stipends, assist in travel, etc. This is the club's decision to do so. Monies given to coaches will be provided through the club's SOFC account.
11. Coaches should recognize that Sport Clubs activities, club related operations items, and communication go through the Sport Clubs office to maintain consistency with information disseminated to all clubs. The Student officers work through the sport clubs office.
12. Coaches must sign & submit a coach's agreement form as well as a hard copy Assumption of Risk form for each club they work with.