Chapter 2: Administration & Leadership

A. The 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.

C. The Department of Recreational Sports
The mission of the Department of Recreational Sports (recsports.tamu.edu) is to promote activity, wellness, and development by providing high quality, inclusive experiences and facilities for the students and community of Texas A&M University.

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 and office services. In addition to these services, the Department employs two full-time advisors, two Graduate Assistants, Program Assistants, Supervisors to assist Sport Clubs leaders in their pursuit of success.

Core Values

Excellence - We strive to be the best every day. Our team of talented people provides high quality recreational facilities, programs, and services by listening to our customers, seeking innovative solutions, maximizing our resources, and developing our staff.

Integrity - We are authentic, honest, and follow through on our commitments. Our actions and decisions are guided by an uncompromising adherence to ethical principles.

Leadership - We set a high standard in collegiate recreation, enhancing the educational experience and supporting student success through opportunities in leadership, sport, and wellness. We lead by example, create a culture of empowerment, and encourage on-going learning.

Loyalty - We support the students and community of Texas A&M University and always seek to act in their best interest. Through collaboration and teamwork, we demonstrate our commitment and dedication to each other and our stakeholders.

Respect - We value our diverse community and treat each other with fairness and dignity. We provide a fun, inclusive environment that encourages individual opportunity and honors differences.

Selfless Service - We put students first. We commit our time, talent, and resources to create memorable moments and provide exceptional customer service to those we serve.
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 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
- Work with them during the event planning process

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:

K. Joseph - Primary Advisor; Jessica Konetski - Secondary Advisor

- Archery
- Cheer Squad
- Climbing Team
- Crew
- Golf
- Ice Hockey
- Judo
- Men’s Rugby
- Women’s Rugby
- Men’s Soccer
- Polo
- Sailing
- Triathlon
- Trap and Skeet
- Wakeboarding
- Water Ski
- Women’s Lacrosse
- Women’s Volleyball

J. Konetski - Primary Advisor; Keith Joseph - Secondary Advisor

- Baseball
- Basketball
- Bowling
- Cycling
- Fencing
- Gymnastics
- Men’s Lacrosse
- Men’s Volleyball
- Men’s Water Polo
- Pistol
- Powerlifting
- Racquetball
- Swimming
- Taekwondo
- Men’s Ultimate
- Women’s Ultimate
- Women’s Soccer
- Women’s Water Polo
- Wrestling

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 Advisors — Campus Security Authority (CSA)

The Clery Act promotes a safe and secure campus. The Clery Act requirements provide students and their families with accurate, complete and timely information about crime and campus safety so that they can make informed decisions. Universities must stay in compliance with the Clery act.

The university encourages victims to report criminal incidents to the police. However, a victim of a crime may be more inclined to report it to someone other than the police. Therefore. The Cleary Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be CSAs.

As your advisors, we are recognized as Campus Security Authorities (CSAs). This is because we have a significant responsibility for students and campus activities.

As CSAs we are responsible for reporting allegations of crimes specific in the Cleary Act that the CSA concludes we made in good faith. We then should be reporting it to the University Police.

CSAs should encourage individuals to report crimes to the Texas A&M University Police Department by calling 979-845-2345.

In an emergency situation, the reporting person should call 911 (9-911 from a campus phone) or the CSA may call on their behalf.

If the reporting person has concerns, advise that a crime can be reported without filing charges, and confidentially. Information reported confidentially is disclosed in the Annual Security Report as an anonymous statistic. Confidentiality is maintained to the extent allowed by law.

When personally identifiable information is provided, it is used for law enforcement purposes to avoid double counting crimes, and no personal identifiable information will be included in the Clery statistical disclosures.

To be a Clery crime statistic the crime must occur on the institution’s Clery geography.
- On-campus property
- Public property within or adjacent to and accessible from campus
- Non-campus buildings or property owned or controlled by the University or a recognized student organization

To be a Clery crime statistic the crime must fit a Clery crime category.
- Criminal offenses - murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and nonforcible), robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- Hate crimes involving larceny, simple assault, and vandalism in addition to the criminal offenses listed above.
- Arrests and referrals for disciplinary actions – liquor, drug, and weapons law violations
D. Sport Clubs Student Leadership

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 Assistants. These individuals serve as the leadership of the Sport Clubs Association and fulfill the following responsibilities:

- Liaise 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 professional staff
- Provide a forum for clubs to discuss concerns without intervention by the Sport Clubs staff
- Make recommendations for the acceptance or denial of new organizations
- Oversee the budget allocation process
- Oversee annual Can-Drive community service project, fundraising and special events
- Hold various workshops for officer development
- Elected member must attend all Executive Committee meetings

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. Sport Clubs Executive Committee members can 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.

   - **23-24**: Archery, Baseball, Cycling, Golf, Ice Hockey, M. Lacrosse, Polo, Sailing, Swimming, Taekwondo, Triathlon, W. Volleyball, W. Water Polo

3. All applications will be reviewed and screened by the current Executive Committee. They will choose a group to move forward in the process.

4. Selected candidates will submit a 3-5 minute video presentation for club representatives to view on their reasons for running.

5. Each club will have the opportunity to vote for three candidates through a google form process.

6. The votes will be counted, and the top vote earners will be named to the committee.

7. Responsibilities will begin with the second April Sport Clubs Association meeting and continue through the end of the year event the following Spring.

8. MUST be present for the full elected term during that academic year.
**Elected members of the 2021-2022 Sport Clubs Executive Committee**

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<thead>
<tr>
<th>Name</th>
<th>Sport</th>
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<tbody>
<tr>
<td>Sarah McQuaid</td>
<td>Crew</td>
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<tr>
<td>Kassi Porche</td>
<td>Triathlon</td>
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<tr>
<td>Bryce Haan</td>
<td>Men’s Ultimate</td>
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<tr>
<td>Kaylee Connolly</td>
<td>Gymnastics</td>
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<tr>
<td>Michael Lewandowski</td>
<td>Men’s Water Polo</td>
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**Sport Clubs Executive Committee**

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.

*Each member serves as a liaison to selected sport clubs, and hold monthly meetings with those groups. The executive committee must have a President and a Treasurer.*

The duties will be distributed based on the current committee’s interests and strengths. They include, but are not limited to the following.

**President**
- Develop and distribute agenda for each Executive Committee weekly meeting
- Create bi-weekly email to clubs and distribute to remainder of group

**Treasurer**
- 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 sport clubs
- Tracking of all transactions for the Sport Clubs Executive Committee

**Executive Committee Responsibilities**
- Lead and promote the annual can food drive
- Plans, coordinates and organizes special events
- Selection committee/process for awards
- Report on club accomplishments
- Update/market club activities through Rec Sports social media accounts/sites
- Create various fundraising opportunities
- Hold development workshops for officers
- Assist with the Sport Clubs seminar

**Graduate Assistants**
- 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
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. 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.**

It is important the coaches work with and through the Sport Clubs professional staff for consistency and transparency on any items involving the officers and the club as a whole.

- **Background checks will be performed on every Sport Clubs coach. Results will determine level of involvement. Coaches MAY NOT begin coaching until this has been completed.**
- **Clubs should have an agreement with each coach outlining expectations and responsibilities.**
- **Coach memberships MUST be purchased for PEAP and the REC Center to gain entry. Email kjoseph@rec.tamu.edu with coach’s name, coach email, and driver’s license or UIN and semesters coaching.**

### Student Coaches

At times students or student club members may serve as coaches of a sport club. Student coaches must abide by all the guidelines set forth for coaching including the following;

- **Must have a Student Recreation Center Membership**
- **Submit required coaching paper work and background check**
- **Must maintain minimum credit hours and GPA to travel with the club**
- **Must attend the coach workshop in the fall**
- **Must complete an Assumption of Risk form via the Manager (sportclubs.tamu.edu)**
- **If driving, should complete the driver agreement form on the Manager**
- **Recommended to have an agreement of expectations between themselves and the club**
- **Must NOT be listed on the club’s signature card.**
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. Each Coach and President MUST attend the Coach’s training session held during the Sport Clubs Seminar in September.

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. Club business should not be discussed outside the club.

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 Sport Clubs staff should work together in order to help club officers, and provide the best possible experience for the club members. Both should communicate with each other and copy on emails when necessary.

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 AND COACHES 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 support the student members of the Sport Clubs Program. If, in the Sport Clubs staff’s opinion, the coach/instructor is neglecting, misleading or not acting in the club or student’s best interest, they will be released from their coaching position. 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. Monies given to coaches will be provided through the club’s SOFC account.

11. Coaches should recognize that Sport Clubs activities, club related operations 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. If planning on driving, the coach must complete a hard copy of the Driver’s Agreement Form.

13. All discipline items should be communicated with and work through the Sport Clubs office.

14. Coaches may not represent or speak on behalf of any sport club or the university in any legal matters.

15. The Coach/Instructor shall not use Texas A&M University facilities for private instruction. Coaches/Instructors are not permitted to use Texas A&M University equipment for private off-campus lessons even when coaching/instructing Texas A&M students.