



## ***Club Sports Advisor Agreement***

Thank you for your interest in being a faculty/staff advisor for a Sam Houston State University Club Sport. By being a Club Sport Advisor, you are helping to develop SHSU students' leadership and organizational abilities, which are qualities that they will need throughout their lives. You will also be involved with a very special group of students. These students not only train hard physically, but, as student-run organizations, they must organize all aspects of their club's activities.

### **The Function of the Club Advisor**

- Provide continuity with the history and tradition of past years;
- Head off situations that might give rise to counterproductive public relations for the organization or the University;
- Dissuade the group from breaking University rules;
- Arbitrate disputes;
- Keep the group focused on its goal.

### **Expectations and Responsibilities**

The expectations and responsibilities of the advisor include (but are not limited to) what is listed below. More information on these expectations and responsibilities can be found on the Club Sports Advisor Information document posted on the Club Sports webpage:

#### **Interpretation of Policy**

As an advisor, you should be aware of University and Department of Recreational Sports policies related to club sports and help provide interpretation of these policies to the students in the organization.

#### **Information Updates**

Obtaining submissions of constitutional or bylaw changes and updates of elected officers.

#### **Supervision**

On occasion, the advisor will attend the organization's meetings, practices, or events to prevent violations of public or institutional policies.

#### **Assist with Program and Travel Planning**

Keeping abreast of projects and activities and offering ideas freely without dominating activity planning.

#### **Know Organization Finances and Procedures**

Help the club in understanding what their needs will be for the future during the budgeting process.

#### **Provision of Continuity**

Informing officers of the organization's history, past activities, and their outcomes.

#### **Meeting Emergencies**

If an emergency situation arises, the advisor may be called upon by the group or University to lend assistance.

The Club Advisor should be familiar with the Club Sports Handbook and check periodically with the Senior Assistant Director of Intramural and Club Sports to make sure that the club officers are performing their duties. It is the students' responsibility to organize and run club events. The club advisor should not be responsible for these duties. The club advisor should be kept up to date on the club's activities and should dissuade the group from any activity unbecoming of Sam Houston State University students. By agreeing to be a Club Sport Advisor, you will receive a Club Sports Handbook which describes club sports policies and procedures which you may use as a reference.

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Club Sport: \_\_\_\_\_ Year: \_\_\_\_\_

Name of Advisor (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_ Yrs of Employment: \_\_\_\_\_

Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

***I have read and agree to the responsibilities of a Club Sports Advisor and agree to serve as advisor for the above listed Sam Houston State University Club Sport.***

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_