

# OFFICER'S CONTRACT

This agreement between the officers of the \_\_\_\_\_ Club and the Campus Recreation Office must be signed and completed before being officially recognized as a San Diego State University Sport Club.

I \_\_\_\_\_ the President, and I \_\_\_\_\_ the Vice President, and

I \_\_\_\_\_ the Secretary, and I \_\_\_\_\_ the Treasurer have read and understand the Student Organization Handbook and the Sport Clubs Handbook and agree to be the officers of the above mention club. We understand our roles and responsibilities include, but are not limited to the following:

1. Follow the regulations as stipulated in the Sport Clubs Handbook and the Student Organization Handbook, and inform all members of policy and procedure.
2. Appoint a club member to serve as a representative at all scheduled meetings called by the Sport Clubs Council.
3. Communicate between the club and the Sports and Facilities Coordinator concerning club activities.
4. Have each club member complete an Athlete Information Packet, and purchase an Aztec Rec Center Membership and sign an Assumption of Risk form. All forms and requirements are available at the Campus Recreation Office, Aztec Recreation Center. **NOTE: Assumption of Risk Form must be completed before participation in any club activity.**
5. Become familiar with and abide by the equipment inventory system.
6. Check the club mailbox in the Campus Recreation Office weekly.
7. Ensure that the club budget is kept up-to-date and is spent properly within budget limitations. All original receipts must be turned into the Sports and Facilities Coordinator.
8. Become familiar with the Accident Report Form and procedures. Forms must be completed immediately and returned to the Sport Club Athletic Trainer within 24 hours of the injury. Forms are available at the Campus Recreation Office, Aztec Recreation Center.
9. Inform the Sport Club Staff of all address and phone number changes of any officers during the semester.
10. Get approval for competition and practice schedules for each semester and coordinate facility requests and usage with the Campus Recreation Office.
11. Inform the next club president of all operating procedures of the club. This includes transferring the Sport Club Handbook to your successor, and making sure he/she becomes familiar with it.

Please indicate your acceptance of the foregoing conditions by signing this contract in the place indicated for your signature.

President \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_

Treasurer \_\_\_\_\_ Date \_\_\_\_\_