



**Club Sports  
Student Council  
2022-2023**

# **CLUB SPORTS STUDENT COUNCIL**

## **PURPOSE**

The Club Sports Student Council's main purpose will be to serve as a liaison between Club Sports members and Competitive Sports staff to address program needs and goals. As a student-run, student-led program, Club Sports aims to empower its members to speak on behalf of their teams and others, work together to create solutions and bring forth new ideas, and make decisions on conduct and non-conduct related matters and appeal notices.

Through participation in the Club Sports Student Council (CSSC), members have an opportunity to step into a leadership position within the program, build relationships with peers and professional staff, ignite change in policy and procedure at the programmatic level and develop numerous hard and soft skills that are essential for success.

## **Goals of the Club Sports Student Council:**

- Foster an inclusive environment among Club Sports program and build community and connections with other teams
- Provide a space to communicate general obstacles or issues related to team or Club Sports program and work with CSSC to brainstorm solutions
- Place for teams to promote schedule of events (i.e. games, fundraising) and increase support externally
- Develop, evaluate and update program policies, procedures and forms with the assistance of the Club Sports staff
- Review and settle conduct/non-conduct related matters and grievance/appeal notices

*\*This is not a complete list of goals. The CSSC can update or determine additional goals every academic year.\**

## **EXPECTATIONS**

The CSSC is a group of leaders keeping the Club Sports program moving in a positive and progressive direction. With that, our council will be held to specific expectations and higher standards than a typical Club Sport member not involved with the council. The below expectations are not a complete list of expectations, but some of the key items we hold our members to.

## **COMMUNICATION**

Communication will be a must, as it is key for the council to deliver on its goals and purpose. This applies to communication between members, members and the executive committee and the council and the administrative staff. Communication should be open and transparent, as well as timely and respectful. Council members will be expected to listen to their peers, have productive conversations and stay on top of responding to emails, calls and correspondence directed their way.

Keep in mind the general rule of thumb for various correspondence:

1. Email - needs a response within 24 to 48 hours typically (unless specific deadline established)
2. Text - needs a response within the work day
3. Call - needs an immediate response

## **RESPECT**

Respect will be mandatory. All council members will treat each other and the administrative staff in a professional manner and respect each other, especially in the event of disagreements. Administrative staff will also display respect towards the council and its members. Tone, delivery and our actions are of utmost importance when displaying respect to others. Disrespect and discrimination will not be tolerated in any facet of our program.

## **TEAMWORK**

Teamwork is an essential part of being a member of the CSSC. All council members will be asked to work together to brainstorm ideas, find solutions and handle any issues that arise. Some items may require assistance and work from multiple council members to find a solution.

## **ATTENDANCE**

Attendance from members at meetings allows for the council to be productive with everyone's time and make better progress on the work needed to be completed. There will be four CSSC meetings each semester. CSSC members will be required to attend ALL meetings. If a representative is unable to attend a meeting, they must inform the CSSC President and the Competitive Sports Coordinator, Angie Adame, at least 24 hours before the meeting in order to have it excused. Two missed meetings in one semester will result in no additional allocation funding. If the Secretary is unable to attend a meeting, the Vice President will be responsible for taking notes during the meeting and reporting meeting minutes and important information to the Competitive Sports Coordinator.

## **COUNCIL REPRESENTATIVES**

The CSSC will consist of at least one member from each Club Sport. If a team chooses, they can have one additional member as a representative for every 10 players they have on their updated IMLeagues roster.

*EXAMPLE: Team A has 32 club members. Team A is then able to have up to three representatives on the council.*

The maximum number of members will be limited to three team members per club team. The Competitive Sports Graduate Assistant and Program Manager will serve as additional members of the CSSC. The CSSC will vote on the following positions: President, Vice President and Secretary. In the case that there is a tie or an insufficient amount of votes, then the Competitive Sports Coordinator will be the deciding factor.

Teams will be notified of nominating council representatives at the Officer's Summit. Representatives will be decided by each individual club. The club's leadership team will be in charge of determining how they will decide the council members. This can be just selecting, team votes, or even flipping a coin in the case of a tied result.

Teams will be given a deadline to submit their representative selections. If a team does not submit a list of representatives by the established deadline, the team will be recorded as having "opted out" of the council for the semester. There will be an opportunity for teams not represented in the council to submit team representatives one final time during early Spring semester. All teams who submitted a list of representatives by the established FALL deadline and whose representatives attended all required meetings for the school year will be awarded \$150 in additional allocation funding. The funding will be applied to the following academic year's allocation distribution for the team.

## **EXECUTIVE COMMITTEE**

After representatives have been selected, the first meeting will be scheduled by the Club Sports staff. In the meeting, CSSC expectations and typical operations will be reviewed and discussed. We will then introduce the applications for the different executive committee positions. A form will be sent out to all council members, and those interested in these positions will be able to apply. The Competitive Sports Staff will review the applications and make a decision on who will be on the executive committee.

President

- Mediator and facilitator of CSSC meetings
- Determine final agenda for monthly meetings
- Advocate for Club Sport members and the program as a whole
- Work alongside Competitive Sports Coordinator to execute programmatic ideas
- Develop structure of meetings for highest efficiency and productivity

Vice President

- Remind CSSC members of events (i.e. Club Sport Recruitment Day, fundraising )
- Ensure that decisions are fair and appropriate
- Collaborate with President and Secretary to determine agenda for meetings
- Work alongside Competitive Sports Coordinator to execute programmatic ideas

Secretary

- Alert CSSC members of meeting times and dates
- Keeps track of attendance and takes notes throughout the meeting
- Recap action items to all CSSC representatives
- Reports important information to Competitive Sports Coordinator
- Collaborate with President and Vice President to determine agenda for meetings
- Work alongside Competitive Sports Coordinator to execute programmatic ideas

If you have any further questions about the Club Sports Student Council, please reach out to either the CSSC President or the Competitive Sports Coordinator.

**Contact Information:**

**Club Sports Student Council President**

TBD

TBD

**Competitive Sports Coordinator**

Angie Adame

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