Executive Council Manual 2017-2018
The Club Sport Executive Council was created in during the 2016-2017 school year due to a new Competitive Sports Coordinator being hired. The council did not take effect until the 2017-2018 school year. This council’s responsibilities include but are not limited to the following; assist in deciding the distribution of allocations, disciplinary actions, meeting agendas, advisory positions, reviewing new team applications, involvement and oversight in the Incentive Program, and how to better the experience and retention of participation in Club Sports. The council is comprised five members from different teams to represent all Club Sports athletes at Utah State University. They must have a GPA of 2.5 or higher and be a full-time student. Members are elected the Spring Semester before their term begins and serve on the council the following academic year.

2017-2018 Executive Council, list names and their sport and officer position here

### Electable Positions

#### Council Member (TBA)

The overall responsibility of the members of the council are to lead the Club Sports program with enthusiasm and passion. They are to make sure all teams are working towards the standard and following the policies of the Club Sports program. They also take on a number of responsibilities revolving around the organization. Those include reviewing team evaluations, assisting in discipline procedures, deciding allocation money, planning the program wide community service event, student development, creating and running the Incentive Program (Funtivities, Fitness, Field Days, etc.), fundraising for the program as a whole, ETC. They should also be educated about NIRSA, Leaders in Campus Recreation, and general knowledge about teams that are a member of the program. Lastly, the members will lead the program to be focused on long and short term goals and they will use excellent communication skills to aid all teams and the Competitive Sports Coordinator.

### Compensation

It is the goal of Club Sports to better the program with the addition of Executive Council members to work closely with the Competitive Sports Coordinator and the two Competitive Sports Graduate Assistants. This is a great opportunity to learn how the program works more intimately and learn transferable skills. The members will have sincere opinions about how the program operates, as this program is for all Club Sports athletes.
Responsibilities

The council will meet with the Competitive Sports Coordinator on a monthly basis, or as needed due to circumstances that have the potential to occur. They are to represent the program in a positive manner, as other officers will look up to them for guidance and advise. The position description lists more in depth responsibilities that each member will have.

Allocations

The council will work together to divide up estimated total of money allocated to teams the following year. They take into account what the team plans on using the money for, how much money they used the previous years, critiques of their efforts as a team based on a standard Club Sports Evaluation, as well as how smoothly their presentation went. The council should also keep in mind how the teams represented USU, and how much effort they have put into the Club Sport Program the previous school year. This is also outlined in the evaluation as described above. There is a full document explaining this process, which is available to all officers of every team.

Incentive Program

The Incentive Program supports the unity of teams within the Club Sports program. Teams succeed in the program by supporting and working with their fellow teams through volunteering, attending fellow team’s games and competitions, participating in bonding nights together, participating in the fitness aspect, and attending Funtivities Nights. By participating in such activities, teams earn points. At the end of the school year, the top three teams with the most points will receive extra money they do not have to pay back to the Club Sport Program. The points are to be organized and updated regularly.

Point System: Points awarded to teams for participating in the Club Sports program. Points are weighted to put emphasis on certain categories. Each person for each activity earns one point.

How to earn points: Each person represents a point no matter the team size and the events they go to are weighted. Everyone who is dedicated to Club Sports gets representation even if the rest of their team is not as dedicated. (Rewards those who show instead of “punishing” teams who can’t get enough people to events.)

ATTENDANCE at HOME EVENTS: 45%

• Athletes can earn points by signing in with the Club Sports Supervisor at each home event. They must stay at least for one period, or a half of the event.
DATE NIGHTS: 20%

- A full list of each team must be turned into the office, and a brief description of the activity will be required as well.

TEAM BONDING: 20%

- A full list of who attended this event, and a brief description of what occurred.

FITNESS: 15%

- When using any area that Campus Recreation oversees during non-class or scheduled practice times, ask the front desk staff for the Club Sports Fitness Binder. You must document the date, time, and sign in and out in order for your activity to count.

EXTRA POINTS: Unweighted (Total of all extra points earned)

- This would include attending Funtivities events, positive behavior, recognition from across campus offices or the teams’ league.

The Rules for earning Fitness Points:
1. Participants will scan their hand properly to enter the facility of their choice.
2. Team practices and classes do not count towards points.
3. Participants must sign themselves in and out at the front desk of the facility.
4. Participants will follow all rules of Campus Recreation Department when using all of the facilities.
5. All participants will be honest of what facility they are using.

Team of the Year/Month

As a council, the members decide the Team of the Year based of incentive points, success of the team’s season, paperwork efficiency, etc. The Team of the Year should be a prime representation of USU Campus Recreation and Club Sports. Each month the council will decide a Team of the Month based on their successes on the field/court etc., and evaluations. This is done to promote recognition throughout the year for teams, and is something that should be highlighted in their allocation presentations.

August and January Workshops for All Officers/Coaches

The council aids the Competitive Sports Coordinator with what they think their fellow athletes would benefit learning about during the August and January Workshops for all officers and coaches. This will be new starting during the 2017-2018 school year, and the council may also request to present on specific topics they see fit. Throughout the year, other student development opportunities may arise and can be added to the schedule. They will help present with the Coordinator specifically during the Allocation presentation meeting as the teams are going to be presenting to the Executive Council and the Competitive Sports Coordinator.
End of the Year Banquet

The end of the year banquet provides recognition to all Club Sports and their athletes. During this banquet, awards are given out to individuals as well as teams. It is the job of the council to aid in the planning, execution, and delivery of the event. They will work closely with the Competitive Sports Coordinator and the two Graduate Assistants for this event, and be expected to handle their assigned responsibilities and be in attendance for this event.

Disciplinary Hearing

It is the job of the council to aid the Competitive Sports Coordinator in all violations of USU Club Sports and University Policy. The council will discuss the issue at hand and decide what they believe the best course of action is. If a team does not meet the deadlines set by the Competitive Sports Coordinator and Executive Council, the situation will be resolved with a blind vote from the Executive Council. Questions to be voted on:

1. Should the team in question remain a part of the USU Club Sport Program the following semester?
2. Does the team still have possession of their current practice times in USU Campus Recreation facilities?
3. Is the team in question still held accountable for the rest of the current semesters Officer Meetings or Club Events?
   a. If question (1) is answered no, stop questions after question (3). If answer to (1) is yes, continue through rest of questions.
4. Should the team’s allocation be frozen for the rest of the semester and/or school year?
5. Should the team receive funding during the next allocation distribution?
6. Should the team serve a suspension? If so, how long?

If the situation is sent to the Dean of Students, the council may be asked to recommend what they believe a course of action should be for the club and students involved in the violation. The Executive Council is to be unbiased at all times and make decisions that better and properly represent USU Campus Recreation and Utah State University as a whole.

Fundraising

Fundraising for the Executive Council may include, finding program sponsors, planning program fundraising events, and contacting Club Sports supporters. The fundraising ideas that have been used in the past are located on the Team Resources page via the Club Sports website. The Executive Council should actively update opportunities in the community where clubs can individually fundraise as well.
Connections Lock-In and Day on the Quad

The Connections Lock-In is a key component of recruitment prior to school starting each August. This event is held at the Aggie Recreation Center and is for all freshmen who are attending Utah State. Club Sports teams should bring flyers, giveaways, wear their apparel, poster boards, practice schedules, etc. All Executive Council members should aid the Competitive Sports Coordinator and two Graduate Assistants in the planning and set up of the Club Sports area. Day on the Quad is another event that occurs after the first day of classes have already started. It’s located on the Quad, and is required for all teams to be at this event. This event is open to the entire Utah State University community, and is another wonderful recruiting tool teams need to take advantage of in order to grow their teams.

Community Service

The council should plan one community service event for the entire program once a semester. The goal of the Club Sports Program is to become more involved in Cache Valley each year. Community service may include aiding in the continuation of the flood rebuilding efforts, volunteering with youth programs, holding clinics to educate children about sport, volunteering at Food Bank etc. The council is to continue to reach out to the community, on behalf of the Club Sports Program, and find new ways to volunteer. All community service opportunities should be communicated to the Competitive Sports Coordinator so teams have ideas of what to do for their individual community service.