University of West Florida
Officer Contract: Sport Clubs

Club Name: _____________________________

I, _____________________________ (name) the ___________________________ (officer) have read and understand the Sport Club Handbook and agree to be an officer of the above-mentioned club. I understand my roles and responsibilities include, but are not limited to the following:

1. Follow the regulations as stipulated in the Sport Club Handbook and to inform all members of policies and procedures.
2. All officers must carry a 2.5 G.P.A. for the length of their term.
3. Appointed a club member to serve as a representative at all scheduled meetings called by the Sport Clubs Council.
4. Make sure each member has completed the Informed Consent form before participating in any physical activity (game or practice). Forms are available in the Competitive Sports office or at uwf.edu/recreation.
5. Become familiar with the Accident Report Form and procedures. Forms must be completed immediately and returned to the Competitive Sports Graduate Assistant within 24 hours of the injury. Forms are available in the Competitive Sports Office or at uwf.edu/recreation.
6. Officers must attend the Individual Club Training per semester.
7. Perform all of the duties and responsibilities of my officer position as laid out in the Individual Club Training.
8. Read and have a copy of your club constitution.
9. Communicate between the Club and the Competitive Sports staff.
10. Keep the Club President up to date on all issues/items relating to the club.
11. Inform the next officer of all operating procedures of the club. This includes transferring the Sport Club Handbook to my successor and making sure he/she becomes familiar with it.
12. Inform the President as soon as possible if I have a problem or I can no longer perform my responsibilities as an officer.

Please indicate your acceptance of the foregoing conditions by signing this contract

______________________________
Officer’s Signature

______________________________
Date

______________________________
Club President’s Signature

______________________________
Date

______________________________
Competitive Sports Graduate Assistant Signature

______________________________
Date