

WOU Club Sport Officer Primary Responsibilities

This is a summary of what the responsibilities are for Club Officers of *any* WOU Club Sport. Depending on the Sport there may be some additional responsibilities.

1) Recruiting

- Attend Club Sport recruiting events at start of year
- Informal recruiting: At gym, in class, Social media
- High School recruiting?

2) Onboarding New Members

- Make sure they know what dues cost and when they need to be paid
- IMLeagues: Have them join roster and complete the 2 required forms
- Have them join the Group Chat
- Make sure they know practice schedule
- Check in with them throughout their first few weeks on team

3) Communication

- Make sure team knows what is expected of them
- Make sure team is kept up-to-date on anything related to the team

4) Representation

- Make sure WOU is represented at conference meetings / AGM

5) Fundraising / Dues Collection

- Work with Andy on both
- Document all transactions and payment plans
- Work with coaches to hold players accountable for unpaid dues

6) Travel Forms / Travel Planning

- Make sure players submit Drivers Forms
- Itinerary creation (w/Andy)
- Submitting Travel Requests
- Coordinate Van pick-up and return

7) Safety Requirements

- Make sure team has 2 safety officers
- Know safety requirements and help safety officers enforce them