



LOYOLA MARYMOUNT UNIVERSITY
Department of Campus Recreation
Club Sports Advisor's Agreement

Club/Organization: _____
Advisor Name: _____
Department: _____
Phone Number: _____
Fax Number: _____
Email: _____
Address: _____
Start Date: _____ End Date: _____

The faculty/staff advisor plays an important role in the organizational structure of the Club Sports Program. They . . .

- serve as a point of reference and guidance for the club;
- act as first point of approval of all activities of the club (budget, expenditures, fundraising, purchasing, schedules, travel, etc.);
- interpret University policy or philosophy and act as a liaison between the club and the University;
- encourage organization members to assume responsibilities and to meet their academic and club obligations; and
- maintain continuity by providing club history for new officers.

Their involvement may encompass a number of areas, including. . .

- encouraging sound financial and business practices;
- serving as a resource person counseling individual club members;
- being available during the development of plans and programs for the club, helping to set up a meaningful program;
- assisting with facility, competition and special-event scheduling; and
- recommending equipment purchases.

Advisor services will be provided at the discretion of the club members for a period of one year (Fall through Summer Semester). At the close of the year/season, the club will review the advisor's performance and interaction with the club. A vote to retain the advisor for the next year should occur during Spring Semester prior to the beginning of the new school year. This agreement shall be in effect as long as both the club and the advisor continue to receive mutual benefit from the terms and conditions as follows:

1. Advisor will complete and sign this application as receipt of a copy of the Club Sports Handbook and acknowledgement of serving in such role.
2. Provide signatures on requests for registration, facilities, budget, travel and other forms that may need to be submitted.
3. Attend club meetings and competitions, when convenient.
4. Assist in orienting new officers and developing the leadership skills of all members.

(OVER)

5. When applicable, the advisor may also provide input into the recruitment, selection, hiring, evaluation and termination process of any coach, as well as monitoring their effectiveness with the club.
6. Advisor agrees to operate as a good faith ambassador for the Club Sports Program at Loyola Marymount University, and when applicable agrees to cooperate and share information with similar sport clubs.
7. Advisor agrees to abide by all policies of the Club Sports Program within the Department of Campus Recreation. Any failure to comply may be grounds for revocation of status with the club.
8. The agreement to advise becomes effective when signed by the club's president, the advisor and a program staff member of the Club Sports Program.

Advisor Signature: _____

Date: _____

Name Printed: _____

Club President Signature: _____

Date: _____

Name Printed: _____

Club Sports Director Signature: _____

Date: _____

Name Printed: _____

Comments/Arrangements (if necessary): _____
