

UW Nordic Ski Club
Roles and Responsibilities
Spring 2009

ROLL OF THE COACH/ADVISOR

- Volunteers his/her time and expects no monetary compensation
- Makes all decisions pertaining to the “field of play” (racing, waxing, team selection, disciplinary actions, etc.)
- Makes decision pertaining to scheduling, transportation, lodging, race selection
- Determines training schedule (mandatory practice days, camps, individual athletes training needs/schedules)
- Provides advice and guidance in accordance with University policies
- Provides to the organization mature advice (athletic and academic) that will further the general welfare of club members
- Oversees the financial matters of the group
- Act as a reference person in terms of the organization’s history
- Provides advice and guidance in the planning and implementation of volunteer activities
- Attends all officers meetings
- Procures sponsorships, team equipment and waxing paraphernalia
- Provides an environment in which athletes can achieve the mission statement
- Acts as a liaison between the club and local, state, national Nordic communities/organizations
- Acts as a liaison between the club and the university community
- Ensures that all club activities have the mission statement as the underlying philosophy
- Facilitates individual and team goals

PRESIDENT

- Volunteers his/her time and expects no monetary compensation.
- Presides over club meetings.
- Oversees all volunteer activities. This includes planning them and seeing that they are always fully staffed but not doing all the activities themselves. The President is not responsible for signing up for any volunteer activities.
- Solicits Donations
- Organizes Cowboy Chase dinner and raffle.
- Conducts the Raffle at the dinner. (or appoint someone else to do it)
- Assists the coaches with organization and promotion of the HS summer ski camp.
- Serves as liaison between the club, the coach (if applicable) and the Club Sports office.
- Informs club members of University and department policies and procedures and guidelines included in the Club Sports Handbook.
- Insures that all members meet Campus Recreation, as well as organizational membership requirements.
- Submits travel rosters and keep in contact about travel plans with the Club Sports Coordinator the week travel is to occur.

- Has each club member complete a waiver and participation agreement before participating in any club sport activity.
- Checks the club mailbox weekly in the Club Sports Office
- Informs the next club president of the routines and guidelines for club operations prior to the next president assuming office. This should include transferring the Club Sports Handbook to the new president and providing a new list of names and contact information to the Club Sports Coordinator immediately following the elections.
- The above duties can be delegated to various club officers or club members, but it is the responsibility of the president to be sure that the duties are accomplished.
- Organizes a bi-annual (fall & spring) full team meeting for the purposes of informing the athletes of who the officers are and what they are doing
- Completes all duties as assigned by a coordinator or club coach.

VICE-PRESIDENT

- Volunteers his/her time and expects no monetary compensation.
- Carries out the responsibilities of the President in his/her absence inability to do the job.
- Suggests and helps implement volunteer activities.
- Solicits donations
- Takes full responsibility for running the Art Auction
- Assists the coaches with organization of the HS summer ski camp.
- Assists with the Raffle at the dinner.
- Completes all duties as assigned by a coordinator, club coach, or club president.

SECRETARY

- Volunteers his/her time and expects no monetary compensation.
- Completes and submits all required forms pertaining to club activities in a timely manner.
- Completes and submits all paperwork for the USCSA in a timely manner.
- Organizes the dissemination of promotional materials (mailings, flyers, etc.)
- Completes and submits all paperwork required for the HS summer ski camp
- Organization of minutes (Take minutes, summarize, email club membership with a link to online minutes within 1 week of meeting)
- Completes other administrative tasks as assigned by the Club Sports Coordinator, coach, or president

TEAM CAPTAIN (Men's and Women's- one each):

- Volunteers his/her time and expects no monetary compensation
- Brings Athlete Concerns to coaches
- Assists other officers as needed
- Organizes Team t-shirts
- Organizes Fall Raking
- Makes an effort to talk with and get to know every member of the team

UNDERCLASS REPRESENTATIVE (Men's and Women's- one each):

- Volunteers his/her time and expects no monetary compensation
- To assist the other officers as needed
- Socialize with the underclassmen and bring their issues to the officers
- Take special care to make every new athlete feel included and important
- Learns the rolls and responsibilities of Officers

GRADUATE STUDENT REPRESENTATIVE

- Brings issues/special needs of the graduate students to the officers
- Communicates at officer's meetings to graduate students

ATHLETE

- Attends practice, pays appropriate club dues and participates in fundraising activities as determined by his/her selected team
- Check your email
- Knows and understands the rolls of the coaches and the officers
- Adhere to all the "Good Teammate Guidelines"