

**CSUN SPORTS CLUB
TEAM ADMINISTRATOR CONTRACT**

My responsibilities include, but are not limited to the following:

- * Become familiar with all aspects of the Sports Club Manual.
- * Inform all team members and coaches of the policies and procedures contained within the Sports Club Manual and the Club and Organization Manual.
- * Attend all mandatory meetings called by the Sport Club Coordinator.
- * Serve as official liaison between the team, the Sport Club Coordinator, the University, and the general public.
- Act as the OFFICIAL university representative on all matters if the team does not have a coach. This includes being the OFFICIAL university representative on all away contests and responsibility for the team's actions.
- * Advise the SC Coordinator of all official team activities and unofficial team activities that may have ramifications upon the team, the program, ASREC, or the University.
- * Collect and submit accurate, complete Student Registration and Medical Forms. Review and update registration forms in a timely manner.
- * Review Budget Reports monthly and initiate action if appropriate.
- * Inform coaches and team members and opposing teams of 'field closures' in a timely manner and take appropriate action to cancel scheduled activities.
- * Educate 'in-coming' Team Administrator of all Team Administrator's responsibilities.
- * Submit to the Sport Club Coordinator for approval:
 - * Publicity and Promotion Requests
 - * Documentation of League/Association Affiliation
 - * Budget Proposals
 - * Fundraising Proposals
 - * One Time Facility Requests
 - * T-shirt designs
 - * Contest Schedules
 - * Travel Itinerary/Roster

Equipment Inventory

I understand that any deviation, by myself, team coaches or team members from the policies and procedures contained within the Sports Club Manual and/or those pertinent policies and procedures

of ASREC, the Office of Student Development and International Programs or CSUN may result in disciplinary action against myself, the team coaches and/or team members.

By signing, I have read, understand and accept the responsibilities outlined above.

Team Administrator Signature

date

By signing, I approve the appointment of the above-mentioned individual

Sport Club Coordinator

date