

Club Sports Advisors' Policy

Every Club Sport must have an advisor who is a full-time member of the faculty or an administrative office of the University. Graduate students may not serve as an advisor. Unless otherwise designated by the organization's constitution; selection of an advisor is left to the group. An organization that attempts to operate without an advisor is subject to suspension by the Department of Campus Recreation.

The advisor is a representative of the University who works with the Department of Campus Recreation on matters pertaining to the group for which he/she is the advisor. The advisor is expected to help the group understand University policies and regulations and act as a consultant available for guidance on the group's programs and activities. A detailed statement of the role of the advisor and relationship between the advisors and the group is available in the Department of Campus Recreation. Student organization officers and advisors are urged to become thoroughly familiar with its contents.

For quick reference, the major points of the statement are summarized below:

1. The University requires only one advisor per organization, but an organization may choose more than one, if desired. The names of all advisors must be submitted in writing to the Department of Recreation and Intramural Sports and notification of new advisors should be submitted in writing within three (3) days of the appointment.
2. A group that is eligible to receive funds from the University should consult with their advisor when its annual budget is prepared. Any further involvement or consultation on financial matters is a question for the group and the advisor to decide.
3. An advisor should offer advice, suggestions, information, or consultation on any actions or projects of a group. However, unless contrary to the University policy, decisions should be made by the group.
4. Should a group violate University policy, responsibility for the success or failure of a group's program or projects rests with the group, not the advisor.
5. Advisors should attend meetings on a regular basis. This requires that:
 - a. The group consults with an advisor sufficiently in advance so the mutually convenient dates may be scheduled.
 - b. The group gives the advisor adequate notice of the date and place of every meeting and also notifies the advisor when a meeting is canceled.
6. Organization minutes should be sent to the advisor following every meeting.
7. It is a courtesy to invite an advisor and a guest free to all of the group's social events.

8. An organization should choose its advisor for an academic year and may invite the advisor to serve again at the conclusion of the first year if that is the group's wish. If the advisor chooses not to serve as an advisor for the following year or the club chooses to select a new advisor for the following year, they must give written notification to the Department of Campus Recreation.
9. An introduction meeting at which a new advisor may meet the officers and be informed about the group's objectives and activities is helpful.
10. Regarding trips and conferences, all advisors or a pre-approved designee (coaches) must attend all overnight conferences.
11. Advisors must immediately notify the Department of Campus Recreation (516) 463-4037 and Public Safety (516) 463-6789 of any emergency situation that arises.
12. Advisors are expected to ensure all members of the organization are full-time, registered students in good standing with the University. If someone is not a registered full-time student the advisor must notify the Department of Campus Recreation.

Groups seeking an advisor are encouraged to consult the Department of Campus Recreation for suggestions of individuals who may be available for such service. Also, every organization must notify the Department of Campus Recreation in writing as soon as an advisor has been selected so that records may be kept current and contact between the advisor and the Department of Campus Recreation may be maintained. A group may not function until an approved advisor is authorized.

Advisors Signature

Print Name

Date

Telephone Number

Advisors E-mail

Sport