

Officer Expectations

- Student leaders are vital to the success of every sports club. They are the athletic directors, marketing coordinators, traveling secretaries and chief financial officers. In order for each club to operate successfully, it is vital that the sport club leaders work closely with University Recreation & Wellness to insure that all responsibilities are being met. Minimal expectations for club leaders include, but are not limited to:
- Safety is your #1 responsibility! Everyone plays an important role in the safety and risk management of your organization. Coaches, members, leaders, officers, captains and safety officers must work to promote a safe environment.
- Know and follow the Sport Club Code of Conduct. Ensure all club members are acting in proper conduct and professionalism as you are representing the University of Maryland and University Recreation & Wellness. Take responsibility for your actions and the actions of your club.
- Take time to get to know the Sport Clubs Handbook. As an officer, you are responsible for knowing its contents and making sure the club abides by all policies and procedures included within the handbook. Policies, procedures, expectations and other regulations are in place to help your club succeed; be sure to communicate them to club members in a positive light.
- Maintain an accurate club roster. Make sure everyone who practices and/or competes with your club has a valid waiver/code of conduct form on file with RecWell. Ensure that all club members are eligible for participation within your league's governing body.
- Treat facilities and equipment as it is your own. Whether you are on campus or off, equipment and facilities should be respected and left in a condition better than you found it.
- Understand and maintain important documents such as your club's Constitution and Bylaws. Update these and other documents frequently, so that the next set of officers have the most-up-to-date resources at their disposal. The more documents and resources you can provide, the smoother the transition will be.
- Practice fiscal responsibility. Assure all club financial and budget obligations are met. Remember your club checking and/or foundation accounts need to be managed for the best interest of the club for years to come.
- Ensure your club is compliant with local, regional, and/or national governing bodies/associations.
- Work with your club to set realistic competitive and/or organizational goals and objectives each academic year. Take time to follow up on the progress towards those goals and look beyond one year towards the future.
- Get to know the history of your organization.
- Communicate! It's better to over communicate than under communicate. Let club members know what is expected of them, what your goals are, when practices will be, when road trips will take place, etc. Keep your members informed via email, voicemail, talks at practice, etc.
- Commit! You must be one of the most committed members of the club. Success is directly proportional to the amount of commitment that you exhibit. Be the kind of committed leader that will make your club's founding officers proud.
- Be Motivated. Set the tone in this area. Always be upbeat, positive and enthusiastic. Do not expect the club to be excited about the club if you are not one of the most motivated members.
- Plan Ahead. Regardless of the venture, PLAN, PLAN, PLAN. Look ahead and anticipate the tasks that need to happen in order for the event to go as planned.
- Build a community. Work towards creating a community within your club. Assist new members in developing friendships with other members. Build a support structure, which members can lean on for assistance.
- Commit to teaching members of all abilities new skills within your sport. All members are welcome regardless of their skill ability. Take the time to grow your sport and club by developing new members.
- Encourage sportsmanship. Encourage your club members to play fair, be a team player, stay positive, lose gracefully, use appropriate language and respect the officials & the opposing team. The best way to do this is to lead by example.
- Create an environment where everyone feels welcome. Discourage sexist and other inappropriate language or jokes. Be aware that someone might feel uncomfortable, even if they don't speak up.
- Delegate responsibilities! No one leader can or should do it all! Discourage domination of the group by any individual or group of members.
- Be concerned about the personal development of others. You have the opportunity to impact others in a positive or negative way. Lead by example, make an effort to develop your member's skills outside of competition.
- Use a critical eye to monitor group development within your club. Analyze group interactions and decision making. Ensure the club learns from its mistakes.
- Have fun! Enjoy your time as a member and a leader of your club!