

**Christopher Newport University
Office of Recreational Services
Sport Clubs
-Advisor Contract Form-**

To the potential faculty advisor:

Please read through the following important excerpts of the sport club manual and make sure that you have met with the students of the interested sport club to ensure you understand your role as their faculty advisor.

Each sport club must have a faculty advisor. That person should be a full time employee of the University and have an up to date understanding of club operations and governance. Graduate Assistants are NOT eligible to serve as advisors.

Competent advisors lend their experience and expertise to help each club mature and reach its full potential. The advisor should help the club's officers and members plan effectively and realistically. The advisor can insure that the club achieves its aspirations on and off the field. However, the advisor should offer guidance and support rather than interfere with the student decision-making process. The advisor should be consulted as one part of the decision-making process on a regular basis and should be aware of obvious concerns expressed by members in the club. They should be informed of all communication and regularly invited to practices, games, and business meetings. Advisors need not be full-time coaches or instructors to make a contribution to the club.

University Expectations

In requiring that recognized organizations have advisors, the university assumes that the advisors will take an active role with the organization. The nature and style of that role is left to the determination of the organization and its advisors. In accepting the role of advisor, the individual accepts responsibility for working with organization on financial, legal and programmatic issues related to its operation.

Financial Responsibilities

The university's expectation is that the advisor will be aware of the financial status of the organization and not intentionally authorize expenditures that will result in a deficit for the account.

Legal Responsibilities

The advisor is expected to be knowledgeable about federal, state, local laws and university policies and to dissuade organizational officers from activities that seem hazardous or seem to violate university policies or laws. As employees of the university, advisors are encouraged to act within the scope of their duties to minimize the potential liability.

By signing this contract, I _____, agree that I have read and understood the responsibilities as stated above and agree to serve as the advisor to the _____ club until such time as I resign or am asked to step down.

Signature _____ **Date** _____

Advisor Contact Information

Name: _____

University Department: _____

Title: _____ *Email:* _____

Phone (Day): _____ *Phone (Night):* _____

Email: _____

Home Address: _____

