



**SPORT CLUBS REGISTRATION  
PACKET**

Dear Students,

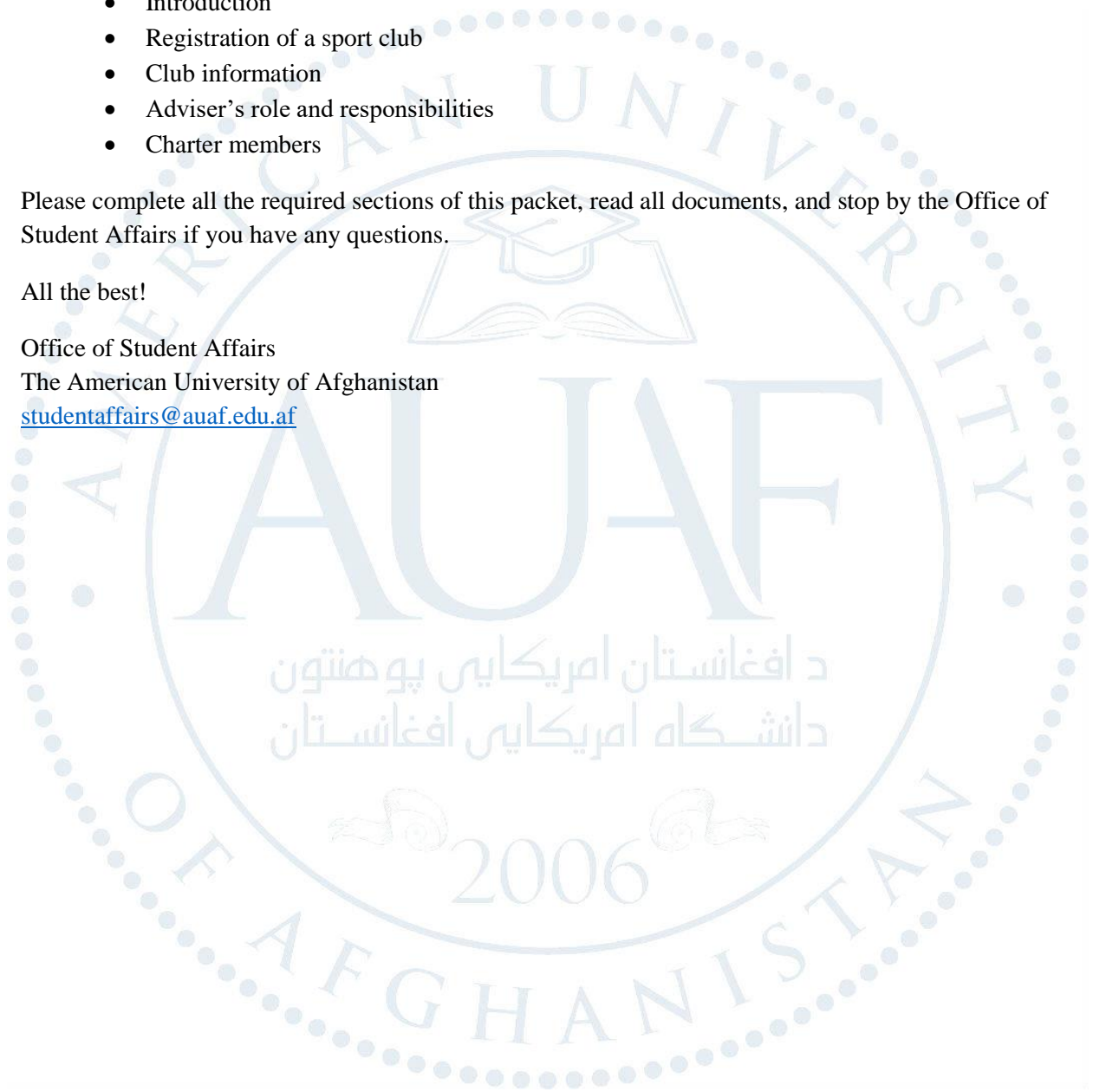
The Office of Student Affairs would like to thank you for your interest in establishment of a student sport club at the American University of Afghanistan. This packet will help you establish your own club. Included are the following sections:

- Introduction
- Registration of a sport club
- Club information
- Adviser's role and responsibilities
- Charter members

Please complete all the required sections of this packet, read all documents, and stop by the Office of Student Affairs if you have any questions.

All the best!

Office of Student Affairs  
The American University of Afghanistan  
[studentaffairs@auaf.edu.af](mailto:studentaffairs@auaf.edu.af)



## Introduction

A sport club is a group of students that organizes to practice, learn and share the experience of a specific sport. Faculty and staff can be members of the club but at least 80% of members must be students. All undergraduate students are welcome to make a sport club or be a member of sport clubs.

This packet, prepared by the Office of Students Affairs, will guide you through the procedures of organizing a sport club. The packet may be updated each semester, so please read it carefully.

The Male and Female Sports Activities Coordinators are responsible for the promotion, supervision and coordination of all sport clubs activities. All sport clubs will report directly to the Sport Activities Coordinators and all services will be managed by them. The services include:

1. Budget for activities each semester
2. Coordination for events, activities and competition
3. Office services: printing, purchase process, facilities requests
4. Equipment rental and servicing
5. Reporting any club issues or concerns to the Student Engagement Manager

### Registration of a sport club

Students interested in making a sport club must start the process of registration by contacting one of the Sport Activity Coordinators. They must give preliminary approval before the rest of the registration process may begin.

**Sport Activities Coordinator** – Wahab Hussaini – ahussaini@auaf.edu.af

**Female Sport Activities Coordinator** – Masuma Hussaini – mhussaini@auaf.edu.af

After you receive approval from one of the Sport Activities Coordinators, the following steps must be completed to become a recognized sport club:

- Find a group of students who share a passion for the sport club that you enjoy.
- Find a faculty or staff advisor who might be willing to help your group.
- Fill out all sport club recognition forms. The recognition forms serve as registration and contact information.
- Develop a statement of purpose for your club.
- Submit a detailed calendar for practice and competition days during the semester as well as a list of events and projects that your club intends to coordinate throughout the school year.
- Your submitted information will be reviewed by the Office of Student Affairs for approval.
- The organization's President and Advisor will be notified by the Office of Student Affairs once a decision has been made.

After finishing the club registration process, the Office of Student Affairs expects all clubs to remain in good standing throughout the semester by adhering to the following requirements:

- Make sure to follow the schedule and activity plan of club

- Update the Sport Activities Coordinators about all membership and event information during the semester
- Have regular meetings and keep in contact with the club advisor
- Communicate regularly with club members
- Follow academic rules and do not miss classes for club activities

**Club Information**

**Name of sport club:** \_\_\_\_\_

**Leadership Members Information:**

**IMPORTANT NOTE:** You may not enter into any legally binding contracts on behalf of The American University of Afghanistan or the Office of Student Affairs. The Director of Student Affairs is the only person that can sign a contract with an outside vendor, business, etc. on your behalf. Your signature below denotes that you have read, understand, agree and will adhere to this important guideline.

**Captain's Information:**

Name \_\_\_\_\_

Class Standing: Freshman       Sophomore       Junior       Senior

Email \_\_\_\_\_ Phone # \_\_\_\_\_ AUAF ID# \_\_\_\_\_

Signature \_\_\_\_\_

**Equipment Manager's Information:**

Name \_\_\_\_\_

Class Standing: Freshman       Sophomore       Junior       Senior

Email \_\_\_\_\_ Phone # \_\_\_\_\_ AUAF ID# \_\_\_\_\_

Signature \_\_\_\_\_

**Communication Manager's Information:**

Name \_\_\_\_\_

Class Standing: Freshman       Sophomore       Junior       Senior

Email \_\_\_\_\_ Phone # \_\_\_\_\_ AUAF ID# \_\_\_\_\_

Signature \_\_\_\_\_

Please list equipments and facilities needed for the club (ex. game field, jerseys, balls, etc.)



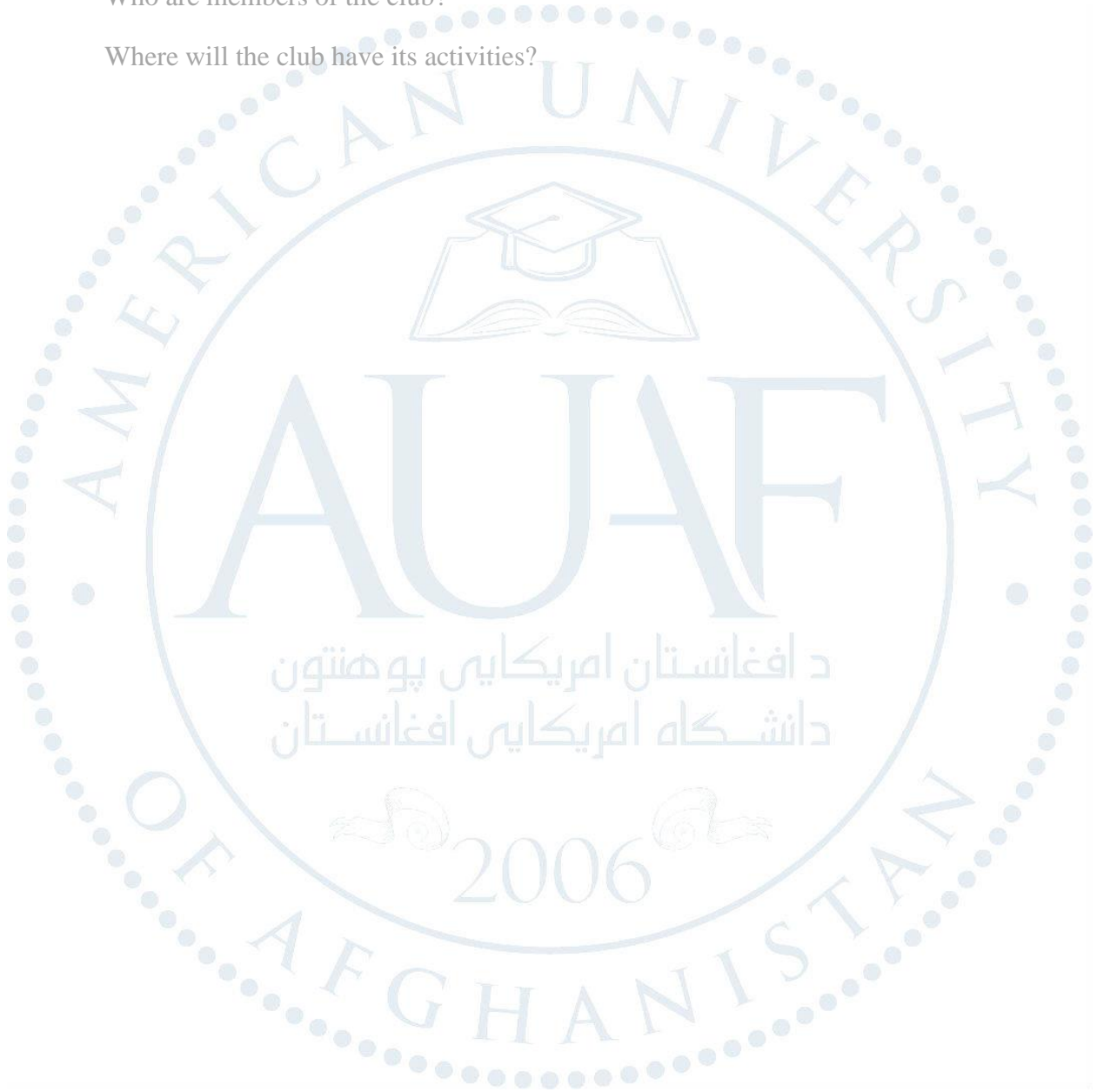
**Statement of Purpose:** Please write a 150 word Statement of Purpose and include:

Why you are interested in establishing the club?

How will the club benefit the university or student body?

Who are members of the club?

Where will the club have its activities?





## Advisor's Role and Responsibility

All sports clubs that wish to be recognized must have a faculty and/ or senior staff advisor. The criteria for the advisor are as follow:

- Must be full or part time faculty or full time professional staff at a senior level at The American University of Afghanistan.
- Should by virtue of interest, expertise, or experience, be both acceptable and beneficial to the sport club's statement of purpose.
- Serve in a voluntary capacity; they are the AUAF officials that the Office of Student Affairs will call upon regarding any major issues pertaining to the club.
- Advise their club regarding programming, usage of facilities, budget preparation, fiscal responsibilities and other policies and procedures.
- Aware and involved in the club's activities; advisor must be available for questions and consultation with the club and the Office of Student Affairs.
- Sign all proposals before they are presented to the Office of Student Affairs (ex. budget, event, guests).
- Involved in the logistics of major events that the club generates as well as attending all of these events such as conferences, fundraising, travel, etc. If at the request to attend an event he or she is unable to do so it is his or her responsibility to identify a representative who is an American University of Afghanistan staff or faculty to take their place.
- A sport club may initiate a change of advisors for reasons such as incompatibility or failure to fulfill responsibilities by submitting a letter of complaint.
- An advisor's decision to decline or withdraw their voluntary services must be submitted in writing to the Office of Student Affairs and to the sport club.
- If a sport club is having trouble finding an advisor, they must seek the assistance of the Office of Student Affairs.

### Advisor

I \_\_\_\_\_, faculty or staff member(s) of The American University of Afghanistan, hereby agree to serve in the capacity of advisor(s) to this student sport club. I (we) understand that it is the responsibility of an advisor to oversee the activities of the club and to ensure that all college policies and procedures are followed. I must attend club events. If I am unable to be present for an event, I shall appoint another faculty or staff member to take any place and immediately notify the Office of Student Affairs of the change.

Campus Office Address: \_\_\_\_\_

Department \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_

Signature \_\_\_\_\_

**Charter Members:**

The following students are part of a proposed sport club and wish to become a recognized sport club. The printed names, signatures and ID numbers of at least 10 current AUAF students are required to be considered for recognition. For verification purposes please use the name as it appears on the student's identification card and in PowerCampus.

1. Printed Name: \_\_\_\_\_

AUAF ID: \_\_\_\_\_ Signature: \_\_\_\_\_

2. Printed Name: \_\_\_\_\_

AUAF ID: \_\_\_\_\_ Signature: \_\_\_\_\_

3. Printed Name: \_\_\_\_\_

AUAF ID: \_\_\_\_\_ Signature: \_\_\_\_\_

4. Printed Name: \_\_\_\_\_

AUAF ID: \_\_\_\_\_ Signature: \_\_\_\_\_

5. Printed Name: \_\_\_\_\_

AUAF ID: \_\_\_\_\_ Signature: \_\_\_\_\_

6. Printed Name: \_\_\_\_\_

AUAF ID: \_\_\_\_\_ Signature: \_\_\_\_\_

7. Printed Name: \_\_\_\_\_

AUAF ID: \_\_\_\_\_ Signature: \_\_\_\_\_

8. Printed Name: \_\_\_\_\_

AUAF ID: \_\_\_\_\_ Signature: \_\_\_\_\_

9. Printed Name: \_\_\_\_\_

AUAF ID: \_\_\_\_\_ Signature: \_\_\_\_\_

10. Printed Name: \_\_\_\_\_

AUAF ID: \_\_\_\_\_ Signature: \_\_\_\_\_



