

Sport Club

Policy & Procedure Handbook

Updated

Fall 2017

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Introduction

The office of Student Affairs endeavors to provide students with the opportunity to engage in sporting activities through sport clubs. This is consistent with the vision, Mission and values of the office of Student Affairs.

Vision

The Office of Student Affairs envisions supporting students in all academic, social, professional and personal development in order to enable them to effectively contribute in the advancement and rehabilitation of Afghanistan.

Mission

The Office of Student Affairs is determined to facilitate an enabling environment for students to experience a transformative and enriched learning environment.

Values

The Office of Student Affairs upholds rigor, relevance and relationship as the cornerstone for all other values that encompass equality, honesty, public service, diversity, stewardship, teamwork and integrity.

- **What is a sport club?**

A Sport Club is defined as a registered student organization that exists to promote and develop interest in a particular sport or physical activity. The Sports Club Program provides a wide range of instructional, recreational, and competitive athletic opportunities, with an emphasis on student leadership, organization, and team management.

This handbook has been developed to serve as a guide for all participants. Every Sport Club Officer is required to review and become familiar with sport club policies and operating procedures. Sport Clubs should keep a copy of this handbook with its Organizational Binder and share the information with all club members.

- **How to make 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. After you receive approval from one of the Sport Activity 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 (s) 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. This is a list of events and projects that your organization 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.

- **Why create/ join a sport club?**

There are some reasons for why AUAF students create/ join a sport club.

1. It is fun a great way to meet new people.
2. It is enjoyable way to keep active.
3. You will learn and practice leadership skills and team work.
4. You will learn new skills.
5. You will build your networking and improve socialization skills.

- **Who is eligible to make or join a sport club?**

All UG students can create or be member of clubs. PDI and Masters Students are welcome to join the clubs as guest members. Staff and faculty of AUAF can be members of sport clubs but 80% of the members should be students.

Staff and Leadership Team

Sport Activities Coordinators (SAC) are responsible for ensuring individual clubs operate in a safe manner and advise clubs on their overall operations. Also SACs monitor club activities to keep all participants as safe as possible, oversee the equitable scheduling of facilities, maintain records of all Club Sports' owned equipment, and to insure that all activities and funds are managed in compliance with Sport Club and University policies.

The SACs serve as a liaison between the sport clubs participants and the university's administration. They are also responsible for the direction of Sport Clubs leaders and implementing sport clubs program policies.

Previous year update

Men Clubs

Football match vs. Asmayi FC, 9, August, 2016.

3rd AUAF Intercollegiate indoor soccer tournament among eight universities of Kabul, Jul-Aug 2016.

Friendly Football match vs Ferouzi FC at the Ghazi Stadium, March 2017.

Cricket club engaged in the planning of a new cricket pitch.

Women Clubs

Internal Volleyball match between two women volleyball teams, Aug 2016.

Friendly volleyball match vs Sharwaly team, Nov 2016.

Friendly volleyball match vs Seramiyasht team, Nov 2016.

Internal Soccer match, Apr 2017.

Club Leadership

Club officers

Club Officers Eligibility

Student clubs are encouraged to require high standards for any student to hold a leadership position. The following are the minimum requirements:

- ✓ Undergraduate student with minimum of 30 accumulative credits
- ✓ Be in a good academic standing
- ✓ Be free of any conduct probation

Captain

The Captain is the head of the sport club leadership team and provides direction and support to the team and individual members. Some other responsibilities of the club Captain include:

- ✓ Serve as the liaison between the club and the Sport Activities Coordinators.
- ✓ Confirm each club member has read or understands the Sport Clubs handbook before participating in club activity.
- ✓ Ensure the completion of required club forms.

- ✓ Coordinate with the Equipment Manager on the submitting of a club budget proposals each semester
- ✓ Coordinate with SAC on the following: club travel, club marketing, new uniforms/jerseys, fundraising opportunities, purchases, and space reservations
- ✓ Update the Sport Coordinators on activities that include, but are not limit to: competition schedules and results, practice changes, officer changes, contact information changes, coaching changes, and advisor information changes
- ✓ Keep an active relationship with the club's faculty/staff advisor

Equipment Manager

Equipment Manager is responsible for sport club equipment and the following:

- ✓ Preside over club business in the absence of the Captain
- ✓ Understand the Sport Clubs program policies and procedures
- ✓ Assist with the coordinating of club competitions/events
- ✓ Manage in the arrangement of club equipment, uniforms, and/or apparel
- ✓ Assist with other duties as requested by the club Captain

Communication Manager

Communication Manager is responsible for communicating all sports club practices and event with the members and to also:

- ✓ Maintain a current list of contact information for club officers and members
- ✓ Record notes of club meetings
- ✓ Coordinate with the Captain to submit a marketing plan to the SACs
- ✓ Submits club results to the SACs
- ✓ Organize club pictures at competitions/events and send to the SACs for the Semester end Club Report
- ✓ Update club members on any club issues or news

Advisor

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

- ✓ Full or part time faculty or full time professional staff at a senior level at The American University of Afghanistan.
- ✓ By virtue of interest, expertise, or experience, be both acceptable and beneficial to the 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 student organization regarding programming, usage of facilities, budget preparation, fiscal responsibilities and other policies and procedures.
- ✓ Aware and involved in the organization's activities; advisors must be available for questions and consultation with the organization and the staff of Student Affairs.
- ✓ Signing all proposals before they are presented to the Office of Student Affairs.
- ✓ Involved in the logistics of major events that the organization 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 AUAF staff or faculty to take their place.
- ✓ A student organization may initiate a change of advisors for reasons such as incompatibility or failure to fulfill responsibilities by submitting a letter of complaint to the office of Student Affairs.
- ✓ 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 student organization.
- ✓ If a sport club is having trouble finding an advisor, they must seek the assistance of the Office of Student Affairs.

Coach/ Volunteer position

Coach can be a valuable addition to any sport club. Their responsibilities include:

- ✓ Supervise practices, attend games, and assist in creating a healthy competitive environment according to the policies and procedures of the club.
- ✓ Ensure that all facilities and equipment used by the club are compliant with safety standards
- ✓ To abide by all rules and regulations set forth by the Sports Club Program staff including, but not limited to, the scheduling, cancellation and changes of practices and games.

Note: A Couch or a Volunteer is not authorized to set any matches, invite teams or individual and send AUAF students out of campus for matches or events.

Standard of Conduct

All sport clubs, as a part of The American University of Afghanistan, are representative of the university and clubs are held to a high level of conduct both as collective organizations and as individuals.

Sport clubs are responsible for the following:

Club Attendance:

All clubs will be suggested to have club meeting/ practice schedule and attendance for all members in one document. The attendance forms will provide by the SACs.

Sign up:

All club participants, officers, coaches/ volunteers and advisors must sign up for the club in the Sport Club Registration Packet to be submit to the SACs for approval.

Behavior

Team and individual sportsmanship is fundamental importance in all Sport Clubs activities. Behavior before, during and after any contest reflects on the individual players, the club team, the Sport Clubs program, the Department of Student Affairs, and the American University of Afghanistan. A team is collectively responsible for the actions of the individual team members and spectators related to their team. All club members are responsible to calm difficult situations and to restrain trouble teammates. All clubs and individuals are expected to maintain the highest level of sportsmanship during all contests and activities.

Class Attendance

Regular class attendance is the responsibility of the student. Students are responsible for all work, including tests and written assignments, as well as special class meetings. Membership in a Sport Club does not give a student the right or privilege to be absent from their class.

Club Activities Guidelines

Starting a new club

Students can start a club by finding a responsible faculty or a full time staff as an advisor, completing the required paperwork (Sport Club registration packet) and submitting it to the sport coordinators for approval.

Budget and Finance

All sport clubs will have access to some funds in order to let them manage their events and activities. The amount of budget is limit and depends on university policy every semester. The

club leadership team is in charge of spending the budget for all club activities, purchase equipment and travel.

Budget request must be signed by the SACs and the director of the Student Affairs department. Purchase requests may take at least two weeks to be completed.

Equipment rental

Club equipment will be stored at the office of Student Affairs with the SACs. Club officers can store club equipment with approval from the SACs.

Injuries and First-Aid

All injuries during practice, matches or any sport events, must be reported to the office of Student Affairs and the university Nurse.

AUAF is not responsible for any kind of injuries during sport activities but will help students in emergency issues by taking them to a hospital.

All sport clubs are required to have a First- Aid packet and try to have at least one member who is able to administer basic first responder assistance in the event of any injury or emergency.

Sport Club Schedule, weekly practice, events/ tournaments

All sport clubs must submit their club schedule one week after club approval to the SACs.

All sport clubs must have at least two practice sessions per week and two events or tournaments per semester.

Elections

The Office of Student Affairs, and the Student Government Association, will administer and facilitate the election of the club in keeping with the provisions of the organization's constitution and by-laws.

- ✓ Election for all Officers of the Executive Board for the following year must be held during the Club Election time period as set by the Office of Student Affairs.
- ✓ All members (as defined in Membership) may cast a vote.
- ✓ Nominations for office can be submitted to the Student Affairs Office (The nominee must be an UG student at AUAF for the full academic year).
- ✓ The nominee should possess a minimum cumulative GPA of 2.5 and should not be in any disciplinary probation.
- ✓ All club members shall participate in election, and the voting will be casted after the 10 minutes speech given by the candidate about his/her work plan.
- ✓ Clubs with less than 10 active members will be dissolved and elections shall not be required.