

Western Carolina University  
Club Sports  
**Advisor Contract Form**

Name: \_\_\_\_\_

Club Sport: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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**Position Description: Advisor**

Each club sport must have a club advisor who is a full-time faculty or staff member of Western Carolina University. Members of a club sport select their advisor. While the advisor provides guidance and assistance to the club, the members are responsible for decisions regarding the governance of the club.

Advisors are expected to be involved in the club planning process and in club activities. The advisor should be aware of all business regarding the club and their monetary budget, and should be available to guide and assist the club in making certain decisions. The members of the club are responsible for contacting the advisor when it is deemed appropriate.

Advisors have the specific responsibilities that include the following:

1. Serving as a resource, utilizing campus and community contact.
  2. Teaching members goal setting, team building, problem solving, creative thinking, etc.
  3. Keeping informed about the club's activities.
  4. Attending the club's meetings/practices/events when deemed appropriate.
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Department of Campus Recreation and Wellness,

I, \_\_\_\_\_, agree to be the faculty/staff advisor for the \_\_\_\_\_ club for the academic year of \_\_\_\_\_. I agree to oversee club activities and to advise the club's decision-making process, but never to interfere with the students' ability to make club decisions. I acknowledge that I have read the position description and its responsibilities as provided to all club sport officers. Furthermore, I agree to help ensure that the club abides by all Department of Campus Recreation & Wellness and Western Carolina University policies as well as State/Federal Laws. For further information, please contact me via phone at \_\_\_\_\_ or via email at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Job Title)