

2017-2018 Athletes Committee Rulebook
Stuff Written in Red has not been Approved Yet

1. Requirements

- a. Online Safe Sport Training and Athlete Protection Training should be done by all athlete reps.
- b. Online LSC Leadership Course Must be completed by all Board Members.
- c. Communication
 - i. Respond to all emails in which a response is needed to the best of one's ability
 - ii. Athlete reps must provide their own email and phone number and it shall be their responsibility to respond to all forms of communication.
 - iii. CC gulfathletereps@gmail.com for all emails sent having to do with gulf meetings or events

2. Position Responsibilities

- a. Senior Representative
 - i. Runs and helps organize all of the athlete meetings
 - ii. Attends and votes at BOD and HOD meetings
 - iii. Works with Junior reps to organize reports and presents them at meetings
 - iv. Looks over website and is in charge of "General Athletes", "Contact Us", and "Schedule" tab
 - v. Access to committee email and answers questions if they can help
 - vi. Serves on committee if they want to.
 - vii. Upholds attendance standards.
- b. Junior Representative:
 - i. Runs and help organize all athletes meetings
 - ii. Collect reports committee leaders and minutes for athletes meetings
 - iii. Works with Senior Representative to write the agendas for athlete meetings
 - iv. Attends and votes at BOD and HOD meetings
 - v. Access to committee email and answers questions if they can help
 - vi. Serves on committees if want to
 - vii. Upholds attendance standards
- c. At Large Leaders
 - i. Secretary:
 - 1. Takes minutes and attendance for athlete meetings
 - 2. Gives minutes to Junior Rep
 - 3. Inputs contact information into the excel spreadsheet and attendance tracker
 - a. Can ask committee leaders for help on their respective tabs
 - ii. Treasurer:
 - 1. Handles athlete Committee budget as a whole

2. Keeps track of receipts and money
 3. Should sit on finance committee and works with finance committee leader to discuss how financial decisions impact athletes committee
- iii. Communications:
1. Access to gulf athlete reps email
 2. Responds to emails
 3. Sends out notifications
 4. In charge of any social media and works with publicity committee to oversee all social media
 5. In charge of Publicity Committee and delegating responsibilities
- d. Committee Responsibilities
- i. Committee Leaders
1. Communicates with other athletes in the committee on when meetings are and any other information regarding the committee
 2. Communicates with non athletes in committee
 3. Plans and creates schedule of what to discuss at meetings if planning own meetings for their committees (i.e. Volunteer committee, Publicity Committee, etc.)
 4. Gives a report to Junior Representative for athlete board report (should include what was discussed, upcoming events, meetings held, and attendance at meetings)
 5. If they have something to report, should come to BOD or HOD
 6. In charge of respective website tab
 7. Upholds attendance standards
 8. Should appoint a committee secretary to keep minutes and attendance.
- ii. TPC
1. Opinions from athletes
 2. In contact with Committee chair
 3. Reporting back from teams and getting their opinions
 4. Getting notes out to athletes who missed meetings
 5. Taking attendance
 6. Upholds attendance standards
- iii. Programs
1. In contact with Committee chair of Program Development and Diversity and Inclusion
 2. Opinions from athletes
 3. Reporting back from teams and getting their opinions
 4. Getting notes out to athletes who missed meetings
 5. Taking attendance
 6. Upholds attendance standards
- iv. Volunteer Committee

1. Plan at least two Volunteer events a year
 2. Opinions from athletes
 3. Reporting back from teams and getting their opinions
 4. Getting notes out to athletes who missed meetings
 5. Taking attendance
 6. Upholds attendance standards
- v. Banquet Committee
1. In contact with Committee chair
 2. Helping to organize for Banquet
 3. Volunteer at banquet
 4. Opinions from athletes
 5. Reporting back from teams and getting their opinions
 6. Getting notes out to athletes who missed meetings
 7. Taking attendance
 8. Upholds attendance standards
- vi. Finance/Audit Committee
1. In contact with Committee chair
 2. Opinions from athletes
 3. Reporting back from teams and getting their opinions
 4. Getting notes out to athletes who missed meetings
 5. Taking attendance
 6. Upholds attendance standards
 7. Works with Finance At-Large rep regarding the whole of athletes committee budget
- vii. Safe Sport
1. Sends out Safe Sport Mondays to whole athletes committee
 2. Organize any educational things about Safe Sport
 3. In contact with Committee chair
 4. Opinions from athletes
 5. Reporting back from teams and getting their opinions
 6. Getting notes out to athletes who missed meetings
 7. Taking attendance
 8. Upholds attendance standards
- viii. Officials
1. In contact with Committee chair
 2. Opinions from athletes
 3. Reporting back from teams and getting their opinions
 4. Getting notes out to athletes who missed meetings
 5. Taking attendance
 6. Upholds attendance standards
- ix. Publicity (led by communications at large rep)
1. Monthly Newsletter
 2. Instagram

3. Facebook
4. Photography at Events
5. Sending out Updates and Invites
- x. Governance Committee (led by junior and senior rep)
 1. Elections
 - a. Appoints qualified individuals for committee leader positions
 2. Monitoring attendance policy
 3. Fitting people with the right committees
 4. Robert's rules of order
 5. Orientation
 6. Handbook
 7. Rulebook
 8. Recruits new athletes representatives from teams with no athlete reps and keeps track of transferring reps.
- e. General Athletes
 - i. Responds to emails and questionnaires
 - ii. attends committee meetings they signed up for
 - iii. Attends HOD and athletes meetings
 - iv. Maintains required attendance
- f. Together
 - i. Senior, Junior, At Large Reps are on the board
 - ii. SR, JR, and committee leaders should all communicate with each other and make up the people mainly included in big athlete decisions.
 - iii. Not able to run for multiple positions, have to be a junior or senior to run for an elected positions.

3. Elections

a. Team

- i. Coaches approve how reps will be elected from their teams.
- ii. There shall be two athlete reps elected from each team to serve and vote on the athletes committee.
 - i. In special cases in which reps are transferring teams where there are already two reps, they are allowed to continue serving as a representative but cannot vote at meetings.
 - iv. Extra representatives still follow same responsibilities and attendance depending on their position within the athletes committee.
 - v. Extra Reps also have to ask for coaches and governance committee approval

b. Athletes Committee

- i. Committee leaders shall be appointed by governance committee
- ii. **Meets attendance requirements- they will be contacted by governance committee and must respond if they want to run for a position. If more**

than one person responds, then elections will be held at the June meeting.

4. Attendance

- a. Overview: About 3 HOD, 5-6 BOD, at least 2 Athletes Meetings (summer and retreat) and at least 1 extra meeting for committees.
 - i. Total: 11-12 minimum meetings per year (start of school year - start of next school year. **Change from June to June**)
 - ii. Failure to meet attendance policy can result in loss of leadership position, **or inability to run for position again next year.**
- b. Senior, Junior, 3 At Large Representatives
 - i. Make at least 7 of the Board and House of Delegates Meetings
 - ii. Mandatory to come to both Athletes meetings
 - 1. No excuse to miss these meetings since they will be able to plan the dates of these meetings.
 - iii. Unexcused absences not tolerated. If unable to make the meetings, notice needs to be given.
 - iv. (Minimum: 9)
- c. Committee Leaders
 - i. Committee can develop an attendance policy, but it needs to agree with this attendance policy
 - ii. Minimum of 2 HOD/BOD meetings
 - iii. Maintains and monitors attendance
 - iv. Makes 75% of meetings
 - v. **Must have been on committee for one year prior to becoming leader unless governance approves any other rep to fill position**
- d. General Athletes
 - i. To get credit: Minimum 1 HOD and/or BOD meeting, at least 1 athlete meeting, 75% of committee meetings.
 - ii. If athlete rep lives 45 minutes away or more from BOD or HOD meetings, they are not required to make BOD or HOD unless needed for them to be there. If elected to a position, they are then required to meet the requirements listed above no matter how far away they live.
 - iii. **To make up HOD/BOD meetings, write notes on minutes taken from the meeting and submit it to get credit. In place of living too far or not being able to go.**
- e. How to Record Attendance
 - i. myattendancetracker.com
 - ii. All athletes assigned to general athletes "class"
 - iii. Then each committee has a class and takes attendance for their meetings
 - iv. Need to put in phone numbers, teams, ages, and emails for each profile