Xavier University
Club Sport Registration Packet
2012-2013
Packet Guidelines

1. This packet is required and must be completed accurately by all club sports to be recognized as a club in good standing.

2. This packet is due on September 4th at the mandatory beginning of the year meeting.

3. Ramifications:
   a. If the packet is not submitted by the due date:
      i. A fine amounting to 10% of the club’s allocation or $50 (whichever amount is greater) will be assessed
      ii. Access to funds will be suspended until the packet is received
      iii. There will be no approval granted by the Assistant Director for anything until the packet is received
   
   b. If a club fails to submit the packet by September 11th (1 week after due date):
      i. The club will be deemed inactive for the duration of the semester
      ii. The club will lose all of their allocated money
      iii. The club must wait until the following semester to register

4. Individual Assumption of Risk, Medical, and Physical Forms for each active member must accompany the packet (if not turned in already). Students without this information will be prohibited from practicing or competing with the club.

5. Please see “Explanation of Forms” at the end of this packet for further details on completing each form/page.

If you have any questions, please contact the Assistant Director at 745-2856.
Table of Contents

1. Explanation of Forms
2. Summary Information Sheet
3. Officer List
4. Administrative Officer Agreement
5. Safety Officer Agreement
6. Coach Agreement
7. Advisor Agreement
8. Inventory
9. Constitution/By-Laws
10. Emergency Action Plan
Explanation of Forms

Summary Information Sheet

Used for quick reference and to gather information about the club

Membership Roster

All members of the club must accurately provide the requested information. Member signatures indicate that they have read the section on “Conduct” in the Club Sport Handbook.

Officer List

Each club is required to have a President, Vice President, Secretary, Treasurer and AT LEAST 3 Safety Officers. Current and accurate contact information must be on file with the Club Sport office.

Administrative Officer Agreement

All officers must sign this form as acknowledgement of their role, duties and responsibility.

Safety Officer Agreement

Each club is required to have at least 1 Safety Officer per 10 members. Each Safety Officer must sign this form as acknowledgement of their responsibility.

Coach Agreement

Each competing club is required to have a coach. Every coach for the Club must sign this form as acknowledgement of their role, duties and responsibility of being a Club Sport coach.

Advisor Agreement

Each club is required to have a faculty or staff advisor. If you have more than one Advisor, each advisor must sign this form as acknowledgement of their role, duties and responsibility of being a Club Sport advisor.

Inventory

All equipment purchased through the University must be listed.

Constitution/By-Laws

This serves as a basis of how the club will function. Please see the example on the Club Sport website to help you.

Emergency Action Plan

This serves as a basis of how the club will respond during an emergency. Please see the example on the Club Sport website to help you.
Summary Information Sheet

Club: ___________________________  Years in Existence: ______________
If new, write “new”

Primary Contact: _____________________ Phone: _________________________

Club Email: _________________________ Club Website: __________________

Number of Members – Male_______ Female______

Do you compete?  Y     N
  • If you compete, you are required to have a coach or you will not be approved for travel and will not be allowed to host competition.

Coach/Instructor: ____________________ Phone: _________________
  • Your coach will have to be approved by the Assistant Director

Faculty/Staff Advisor: ____________________ Phone: _________________

Practice Times/Days*:_____________________________________________

Practice Location(s)*:______________________________________________

When are you active? ________________________________________________

Purpose/Mission:_____________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Goals:_______________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

* If undetermined at this time, state so.
Membership Roster

A student’s signature indicates that the student has read the section on conduct in the Club Sport Handbook. **PLEASE PRINT CLEARLY.**
Please attach an additional sheet if you have more than 40 active members.

<table>
<thead>
<tr>
<th>Club</th>
<th>Name</th>
<th>All Card #</th>
<th>Phone #</th>
<th>Email</th>
<th>Year in School</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Doe</td>
<td>000123456</td>
<td>(123)-555-1234</td>
<td><a href="mailto:doej@xavier.edu">doej@xavier.edu</a></td>
<td>Freshman</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>All Card #</td>
<td>Phone #</td>
<td>Email</td>
<td>Year in School</td>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>---------</td>
<td>-------</td>
<td>---------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Officer List

**Club**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone #1</th>
<th>Phone #2</th>
<th>Year in School</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Pres.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*Safety Officer #1: __________________________ Email: ____________________________

Phone #1: __________________________ Phone #2: ____________________________

Address: ________________________________________________________________

*Safety Officer #2: __________________________ Email: ____________________________

Phone #1: __________________________ Phone #2: ____________________________

Address: ________________________________________________________________

*Safety Officer #3: __________________________ Email: ____________________________

Phone #1: __________________________ Phone #2: ____________________________

Address: ________________________________________________________________

*Clubs must have 1 Safety Officer per 10 members.

All above officers are required.
Administrative Officer Agreement

Club __________________________

We, the undersigned, as members of this organization, are authorized to act on its behalf and to access/reserve University facilities and services for this organization. We agree to comply with all Xavier University and Club Sport policies and procedures, and to share this information with all members. We recognize, understand, and accept the responsibilities as outlined in the S.G.A. Constitution and the Club Sports Handbook, and to share this information with all members. We agree to ensure that the organization abides by all local, state, and federal laws. As official representatives, we understand that we may be held jointly and/or individually responsible for the activities and the behavior of the organization and liable for all incurred debts and obligations to the University. We certify that the information on this form is accurate and will be kept current and that we have read the Club Sports Handbook. We agree to these points with the intent to continually represent the University in a favorable light.

All officers of the club must be knowledgeable of the policies and procedures in the Club Sports Handbook. Below are guidelines and responsibilities for the members of the club leadership to help ensure effective management of the club.

Officer Responsibilities

- Ensure club abides by university and department policies and procedures
- Maintaining the club’s constitution and bylaws
- Establishing membership requirements
- Selecting and evaluating a club advisor, coach/instructor
- Properly scheduling opponents, events and facilities
- Development and administration of club finances
- Planning club meetings and practices
- Establishing and delegating the duties of the officers
- Ensure that all club members are eligible for participation, have proper insurance (each athlete should double check their own insurance) and have a completed Physical, Medical History and Liability Release signed and on file with Club Sports Office.
- Complete all required Club Sport and University forms
- Communicate with the Assistant Director and serve as a liaison between the club and the University
- Know the legal responsibilities that affect club operation
- Collect dues
- Prepare and submit annual registration, budget requests and any other requested documents to the Assistant Director
- Deposit funds
- Approve expenditures of funds in accordance with department and university policy
- Maintain accurate and itemized accounts of expenditures and deposits
- Prepare and submit end-of-semester reports to Assistant Director – IM & Club Sports
- Make all travel arrangements
- Administer club meetings
- Maintain accurate and up to date club files i.e. membership roster, inventory, physicals
- Publicize club events
- Promote safety and sportsmanship
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- Notify Assistant Director of any changes regarding club activities and leadership etc.
- Oversee generation of funds/fundraising
- Fulfill additional responsibilities as outlined by the Recreational Sports Department
- Meet regularly with Assistant Director of Recreational Sports

<table>
<thead>
<tr>
<th>Name</th>
<th>Office/Role</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Safety Officer Agreement

Club___________________________________

I, the undersigned, as a Safety Officer of this club, acknowledge that I am currently certified in CPR and First Aid. I understand that it is my responsibility to be present at all practices and competitions when another Safety Officer is unavailable in case an emergency occurs that would require medical care.

Please attach a copy of your current certifications in the space below.

Name: ___________________   Signature: __________________ Date: ________
Safety Officer Agreement

Club______________________________

I, the undersigned, as a Safety Officer of this club, acknowledge that I am currently certified in CPR and First Aid. I understand that it is my responsibility to be present at all practices and competitions when another Safety Officer is unavailable in case an emergency occurs that would require medical care.

Please attach a copy of your current certifications in the space below.

Name: ________________  Signature: ________________  Date: ________
Safety Officer Agreement

Club____________________________________

I, the undersigned, as a Safety Officer of this club, acknowledge that I am currently certified in CPR and First Aid. I understand that it is my responsibility to be present at all practices and competitions when another Safety Officer is unavailable in case an emergency occurs that would require medical care.

Please attach a copy of your current certifications in the space below.

Name: ___________________   Signature: __________________ Date: ________
I, the undersigned, as a coach of this club acknowledge the following:

- I am an employee of the club and not Xavier University.
- I have a firm grasp of the basics, understand safe conditioning and training methods, can relate to the club members, and be knowledgeable of the policies and procedures of the Club Sport Program.
- I understand that Club Sports are directed and governed by students, therefore, I acknowledge and respect the leadership positions of the officers and abide by all decisions made on behalf of the group.
- I understand that recommendations made by myself are encouraged and will be considered by the group; but ultimately the final decisions rest on the club members, who will be held accountable.

Additionally I shall:

- Be a positive role model for all participants
- Develop and improve sport skills in a safe and organized manner
- Have personal medical and liability insurance coverage (must provide proof, please attach a copy)
- Provide expertise and mature judgment
- Help ensure that activities and undertakings of the club are sound and reflect favorably on the University
- Attend club meetings when deemed necessary
- Know university policies affecting club operations
- Be familiar with all club business transactions
- Monitor conduct of participants
- Develop leadership qualities of club officers
- Provide continuity between new and outgoing officers
- Act as positive critic to club operations
- Serve as resource for alternative ideas or solutions to problems
- Sign coach/instructor agreement and contract
- Abide by all University/Sport Club rules and regulations and ensure that club members do the same
- Promote good sportsmanship on and off the field.
- Keep abreast on technical knowledge of the game.
- Assist officers in scheduling activities and practices, if needed.
- Establish and/or understand the club’s plan and course of action for safety and risk management.
- Provide proper supervision.
- Assist and ensure Safety Officer(s) check practice areas for hazardous conditions and ensure equipment is working properly.
- Assist club officers with purchasing and maintenance of equipment, if needed.
- Select competitive goals that are attainable and set realistic challenges.
- Engage in discussion with members on how performance can be improved during competition and practices.
- Encourage positive team-building activities.
- Monitor performance for purposes of evaluating skill levels for recognition or assignment of competitive entries.
- Have, and provide proof of, Sports Liability insurance (please attach copy).

This form must be completed each year. **Coaches should be certified in CPR/First Aid and have copy of certification card attached. Also coaches must attach copies of proof of sport liability insurance and health insurance.** Coaches should retain a copy of this signed form for their records.

Name: ___________________________ Signature: ______________________ Date: _____________

Address: __________________________ Phone: ___________________ Email: _________________
Advisor Agreement

Club_______________________________

I, the undersigned, as a faculty/staff advisor of this club acknowledge the following:

I shall:

- Provide expertise and mature judgment
- Encourage positive team-building activities.
- Help ensure that activities and undertakings of the club are sound and reflect favorably on the University
- Attend club meetings when deemed necessary
- Know university policies affecting club operations
- Abide by all University/Club Sport rules and regulations and ensure that club members do the same
- Be familiar with all club business transactions
- Monitor conduct of participants
- Develop leadership qualities of club officers
- Provide continuity between new and outgoing officers
- Act as positive critic to club operations
- Serve as resource for alternative ideas or solutions to problems
- Approve budgets, travel and necessary paperwork as requested
- Sign advisor agreement
- Assist members and officers in organizational matters
- Assist in development of club goals and standards
- Assist members in maintaining a balance between academic endeavors and extracurricular activities

Name: ___________________________ Signature: ______________________ Date: _____________

Department/ML: ________________________________________ Phone: _____________________

Email: ______________________________________________________________________________
# Inventory

Club: _________________________   Date: ____________________  
Pre-Season_____ Post-Season_____

<table>
<thead>
<tr>
<th>Item/Description (SIZE, NUMBER, MANUFACTURER, SERIAL # ETC.)</th>
<th>Quantity</th>
<th>Condition (POOR, AVERAGE, GOOD, NEW)</th>
<th>Location (WHO HAS/WHERE STORED)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Constitution/By-laws

Club______________________________

Copy and paste your Constitution/By-laws into this section, or attach a copy of it with your packet.
Emergency Action Plan

Club____________________________________

Copy and paste your Emergency Action Plan into this section, or attach a copy of it with your packet.