

**Xavier University
Club Sport Registration Packet
2009-2010**



XUICS

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 23rd**.
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 (what ever amount is greater) will be assessed
 - ii. Access to funds will 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 29th**:
 - 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. 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. Summary Information Sheet
2. Officer List
3. Membership Roster
4. Administrative Officer Agreement
5. Safety Officer Agreement
6. Coach Agreement
7. Advisor Agreement
8. Inventory
9. Constitution/By-Laws
10. Emergency Action Plan
11. Explanation of Forms

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

Signature indicates that the student has read the section on conduct in the Club Sport Handbook.
Please attach an additional sheet if you have more than 40 active members.

Club _____

	Name	All Card #	Phone #	Email	Emergency Contact Phone #	Signature
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Officer List

Club _____

President: _____ Email: _____

Phone #1: _____ Phone #2: _____

Address: _____

Vice Pres.: _____ Email: _____

Phone #1: _____ Phone #2: _____

Address: _____

Secretary: _____ Email: _____

Phone #1: _____ Phone #2: _____

Address: _____

Treasurer: _____ Email: _____

Phone #1: _____ Phone #2: _____

Address: _____

Safety Officer: _____ Email: _____

Phone #1: _____ Phone #2: _____

Address: _____

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 and signed 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-year report 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

Name	Office/Role	Signature	Date
	President		
	Vice President		
	Secretary		
	Treasurer		
	Safety Officer		

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 affix a copy of your current certifications in the space below.

Name: _____ Signature: _____ Date: _____

Coach Agreement

Club _____

I, the undersigned, as a coach of this club acknowledge the following:

- I am an employee of the club and not Xavier Univesity.
- 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)
- 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.
- Establish a plan and course of action for safety and risk management
- Provide proper supervision
- Check practice areas for hazardous conditions and ensure equipment is working properly.
- Assist club officers with purchasing and maintenance of equipment.
- Select goals that are attainable and realistic challenges.
- Encourage talk with group about 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.

This form must be completed each year. CPR/First Aid Certification card should be attached if current. Also, new coaches must attach copies of coaching certifications and/or a resume stating necessary qualifications, experience and skills.

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
- 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
- Assist members in maintaining a balance between academic endeavors and extracurricular activities

Name: _____ Signature: _____ Date: _____

Department/ML: _____ Phone: _____ Email: _____

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.

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 Safety Officer. 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 one Safety Officer. Each Safety Officer must sign this form as acknowledgement of their responsibility.

Coach Agreement

Each competing club is required to have a coach. All coaches 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. All advisors 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.