

Santa Clara University

Club Sports: Required Forms Checklist

WHAT TO DO BEFORE RETURNING TO CAMPUS FOR THE FALL:

- Request a table at the Student Involvement Fair (held Wednesday night the first week of classes start/an email will come out with details)
- Mark your calendar for the Mandatory Officers' Meeting (first Sunday in Fall, Winter and Spring Quarter TBD)
- Submit requests for room reservations (for recruiting meetings) via email to the Assistant Director of Recreation
- Submit copies of flyers for approval (for recruitment, Student Involvement Fair, etc) via email to the Assistant Director of Recreation.

REQUIRED BEFORE PRACTICE CAN BEGIN:

- Team Roster Form (Google Doc)
- Informed Consent and Release of Liability Form for EACH MEMBER! (Form is an online survey)
- ImPACT Baseline Test required for Boxing, Shotokan Karate, Ice Hockey, Men and Women's Rugby, Men and Women's Lacrosse, and Field Hockey (In classroom test)
- Conduct Guidelines (Form is an online survey)
- Stanton Field Agreement (for any team that is scheduled on Stanton Field – Google Doc)
- WCVB Financial Aid Form (for all prospective members of the WCVB team PRIOR to tryouts – Google Doc)

REQUIRED TO PARTICIPATE IN THE SANTA CLARA FUND FUNDRAISER

- Santa Clara Fund Petition Form (Due end of second week in October) – (Google Doc)

REQUIRED BY THE THIRD FRIDAY OF THE FALL QUARTER:

- Updated or Confirmed Program Funding Summary (Google Doc)
Schedule meeting to discuss this form with the Assistant Director before the 3rd Friday of Fall Quarter
- Club Sport Constitution (updated copies)

REQUIRED TO TRAVEL (TO BOTH COMPETITIONS AND PRACTICE):

- Vehicle Driver Agreement (Form is an online survey)
- Game Schedule Request Forms (Google Doc)
- Practice Schedule Request Forms (all teams Google Doc)

REQUIRED TWO MONTHS PRIOR TO EVENT:

- Game Schedule Request Form (Google Doc)

REQUIRED TWO WEEKS PRIOR TO EVENT:

- Practice Schedule Request Forms (all teams Google Doc)
- Advance Request Form (Google Doc)
- Fundraiser Request Form (Google Doc)

REQUIRED 4 DAYS PRIOR TO COMPETITION:

- Travel Form (Form is online survey)

REQUIRED WITHIN 3 DAYS OF RETURNING FROM COMPETITION:

- Results Form (Form is online survey)
- Reimbursement Form (Google Doc)

REQUIRED AS NECESSARY:

- Injury Report Form (due within 24 hours of injury – Google Doc)
- Reimbursement Form (due within 3 days of purchase - Google Doc)
- Release of Liability Form (required for any non-SCU people for any events other than a scheduled competition – Google Doc)
- Fundraiser Request Form (due prior to fundraising or sponsorship opportunities – Google Doc)
- Stanton Field Agreement (for any team scheduled to use Stanton Field – Google Doc)
- To accept Flex as payment when fundraising in Benson – Turn in the iPhone Check Out Form (due to Access Card Office at least 72 hours prior to merchandise sales – Google Doc)

REQUIRED FOR COACHES:

- Independent Contractor Form (due 4 weeks prior to payment date – contact the Assistant Director to submit Form)
- Paid Coach/Instructor Letter of Agreement (required before paid coach/instructor begins to participate in practices – Google Doc)
- Campus Safety Parking Permit Application (for coaches wanting a parking permit – PDF)

REQUIRED FOR VOLUNTEERS

- Volunteer Letter of Agreement (required before unpaid paid coach/instructor/volunteer begins to participate in practices – Google Doc)

REQUIRED AT NEW OFFICER TRAINING AT END OF SPRING SEMESTER:

- End of Year Report (Google Doc)
- Coach Evaluations (Online survey tool)