

Santa Clara University
Club Sports: Required Forms Checklist

WHAT TO DO BEFORE RETURNING TO CAMPUS FOR THE FALL:

- ☐ *Request a table at the Welcome Weekend Club Fair* (held the Sunday before classes start/an email will come out with details)
- ☐ *Mark your calendar for the Mandatory Officers' Meeting* (always the first Tuesday night of EACH quarter)
- ☐ *Submit requests for room reservations* (for recruiting meetings) via email to the Assistant Director of Recreation
- ☐ *Submit copies of fliers for approval* (for recruitment, Club Fair, etc) via email to the Assistant Director of Recreation.

REQUIRED BEFORE PRACTICE CAN BEGIN:

- ☐ *Team Roster Form*
- ☐ *Informed Consent and Release of Liability Form*
- ☐ *Conduct Guidelines*
- ☐ *Stanton Field Agreement* (for any team that is scheduled on Stanton Field)
- ☐ *WCVB Financial Aid Form* (for all prospective members of the WCVB team PRIOR to tryouts)

REQUIRED BY THE THIRD FRIDAY OF THE FALL QUARTER:

- ☐ *Program Funding Summary*
Schedule meeting to discuss this form with the Coordinator before the 3rd Friday of Fall Quarter
- ☐ *Club Sport Constitution* (updated copies)

REQUIRED TO TRAVEL (TO BOTH COMPETITIONS AND PRACTICE):

- ☐ *Driving Roster Form* (including current copy of DL and auto insurance)
- ☐ *Game Schedule Request Forms* (all teams)
- ☐ *Practice Schedule Request Forms* (all teams)
- ☐ *Individual Practice and Team Practice Request Forms* (Equestrian team)

REQUIRED TWO MONTHS PRIOR TO EVENT:

- ☐ *Game Schedule Request Form*
- ☐ *Facility Request Form*

REQUIRED TWO WEEKS PRIOR TO EVENT:

- ☐ *Practice Session Facility Use Request Form*
- ☐ *Advance Request Form*
- ☐ *Fundraiser Request Form*

REQUIRED 4 DAYS PRIOR TO COMPETITION:

- ☐ *Travel Form*

REQUIRED WITHIN 3 DAYS OF RETURNING FROM COMPETITION:

- ☐ *Results Form*
- ☐ *Business Expense Form*
- ☐ *Meal Money Receipt Form*

REQUIRED AS NECESSARY:

- ☐ *Injury Report Form* (due within 24 hours of injury)
- ☐ *Non-Travel Reimbursement Form* (due within 3 days of purchase)
- ☐ *Apparel Request Form* (due prior to purchasing any apparel whether for team use or for sale)
- ☐ *Release of Liability Form* (required for any non-SCU people for any events other than a scheduled competition)
- ☐ *Sponsorship Request Form* (due prior to contacting any outside organization about sponsorship opportunities)
- ☐ *Stanton Field Agreement* (for any team scheduled to use Stanton Field)
- ☐ *FLEX Form* (due to Event Planning Office at least 72 hours prior to merchandise sales)

REQUIRED FOR COACHES:

- ☐ *Independent Contractor Form* (due 4 weeks prior to payment date)
- ☐ *Coach/Instructor Letter of Agreement* (required before coach begins to participate in practices)
- ☐ *Campus Safety Parking Permit Application* (for coaches wanting a parking permit)

REQUIRED FOR VOLUNTEERS:

- ☐ *Volunteer Letter of Agreement* (required before volunteer begins to participate in practices)

REQUIRED FOR OFFICIALS/REFEREES/OTHER PAYEES:

- ☐ *Guest Speaker/Honorarium Form*

REQUIRED AT NEW OFFICER TRAINING AT END OF SPRING SEMESTER:

- ☐ *Intent to Continue Form*