

INTRODUCTION

The Club Sports Program at Stevens Institute of Technology is administered by the Department of Intercollegiate Athletics. The Stevens provides funding for Club Sports to provide resources, assistance and guidance to the individual clubs. Each club is formed, developed, governed and administered by the student membership of that particular club and overseen by the Club Sports staff, their advisor and/or their coach.

This handbook has been prepared as a guide to assist student officers in the administration of their club sport program. The policies and procedures contained herein apply to all of the clubs. Each club officer, advisor and coach is required to be familiar with the policies and procedures so that they may ensure that their club's activities are consistent with the guidelines outlined in this manual.

Questions regarding the policies and procedures within this manual should be directed to John Crane, the Director of Club Sports, whose office is located in the Schaefer Center.

Mission Statement

The Stevens Institute of Technology Club Sports Program, consistent with Intercollegiate Athletics and the Institute's mission, strives to provide leadership and recreational opportunities to the student body of the Institute, in order for them to enhance their knowledge and skills in a specific sport of interest, while at the same time retaining social, cognitive and physical experiences.

Goals of the Club Sports Program

1. To provide leadership experiences for the student body at Stevens.
2. To provide recreational opportunities for the students to fulfill their college needs.
3. To provide assistance, guidance and resources for the clubs to effectively and successfully operate.
4. To maintain communication with the club officers so that the organization is effective and successful.

Philosophy of the Club Sports Program

All clubs served by Club sports are oriented toward physical activity and sport. In every case, the underlying purpose of any individual club is to join together those members of the Stevens community that share a common activity interest. A club's focus may be recreational, instructional, competitive or a combination of these types of activities. For each club, however, the scope of the club's activities must be consistent with its constitution.

Calendar Deadlines

This table provides the calendar deadlines for completion of various tasks that are required by Club Sports. The officers of each club are responsible for making sure these tasks are completed by the given deadlines.

Item	Deadline	Location
Officers Information Sheet	Monday, October 24	
Fall Facility Request	Monday, October 24	
Fall Practice Schedule	Monday, October 24	
Fall Game Schedule	Monday, October 24	
Team and Officer Goals	Monday, October 24	
Roster and Liability Waiver Forms	Monday, October 24	
Advisor and Coach Registration	Monday, October 24	
Spring Facility Requests	December 15	
Spring Practice Schedule	December 15	
Spring Game Schedule	December 15	
Budget Requests for 2003-04	June 30, 2006	
Updated Constitution	March 15, 2006 (if changes are necessary)	
Annual Report Due	May 15, 2006	
Summer/Fall Contact Info	May 15, 2004	

All materials are to be delivered to the Director of Club Sports office by 4:00 PM on the above date, unless otherwise noted.

All forms are available in the Recreation Services office. A checklist will be kept in the Club Sports office to keep track of forms turned in.

Explanation of Deadlines:

1. Officers Information Sheet

Clubs are required to maintain active status with Club Sports by filling out an Officers Information Sheet.

2. Fall Facility Request

Clubs participating in the fall are required to submit their facility request form to reserve practice and competition time in the athletic facilities.

3. Budget Request for the 2006-07 School Year

Budget requests will be due on June 30, 2006. These budgets will be used to allocate club sport funding for operational expenses (everything other than equipment). Please use the form provided and attach an additional detailed breakdown of all your club's projected expenses and income for the school year. If your club does not submit a budget request, you will not be considered for funding. Budget requests will be reviewed by a panel chaired by the Director of Club Sports.

4. Updated Constitution

Club Sports requires clubs to update and resubmit their constitution every year if changes are necessary. A hard copy of the revised constitution must be turned in to Club Sports.

5. Fall Practice Schedule

Club Sports requires clubs to submit a schedule complete with the days, times and location of regularly scheduled meetings. This schedule will be posted on our web page and used to inform potential members of your schedule. Please submit a schedule (via e-mail to John Crane, or hard copy to Club Sports office).

6. Fall Game Schedule

Clubs are required to submit (via e-mail or hard copy) home and away schedules for all club events, including competitions, demonstrations and anything else other than your regularly scheduled practices.

7. Team and Officer Goals

Personal goals should be set for improving club performance and/or the organization. Officers should also meet with their club members to set goals for the club as a whole.

8. Roster and Liability Waiver Forms

Club rosters will be submitted via e-mail or hard copy to the Club Sports office. These rosters will then be cross-checked with liability waivers and used for letters of notification, annual report information, etc. Please submit your roster with complete information including: Name, Social Security/Student ID #, Year in School, Gender, Major, Phone Number, E-mail Address and Local Address.

Each member is also required to fill out a liability waiver, participation agreement, medical insurance verification and health history form. The medical insurance verification and health history forms should be kept on-hand at practice and competitions in case an emergency should arise. For clubs that have not begun practice, please submit these forms for your officers including a note of what date practice scheduled to begin. These forms and your club roster will be due on the first business day after the first practice.

9. Advisor and Coach Registration

All Club Sports are required to have an advisor. See the Position Descriptions for more information. Club Sports without an advisor and/or coach will receive limited funding, space scheduling and administrative support from the Club Sports Office.

11. Spring Facility Requests

See fall facility requests above.

12. Spring Practice Schedules

Club Sports requires clubs to submit a schedule complete with the days, times and location of all regularly scheduled meetings. This schedule will be posted on our web page and used to inform potential members of your schedule.

13. Spring Game Schedules

Clubs are required to submit (via e-mail or hard copy) home and away schedules for all club events, including competitions, demonstrations and anything else other than your regularly scheduled practices.

14. Annual Report

Each club will be required to submit an annual report with detailed information about club activities, results and participation from the past year. This yearbook will be used for recruiting future members, marketing and advertising Club Sports, and for the Club Sports Annual Report.

15. Summer/Fall Contact Information

Ideally the summer contact person should be someone reachable via their Stevens e-mail address. Also, please turn in fall contact information so we can get in touch with you about scheduling/budgets for Fall 2006.

Position Descriptions

OFFICERS

Each club sport must hold elections for officers each academic year. Officer positions should be limited to full-time, officially registered, undergraduate students at Stevens. A current **Officers' Information Sheet** must be turned in to the Club Sports office and each time a new individual fills the position of an officer. The office will make sure copies of these forms are turned into the Club Sports office. The following list of responsibilities for club positions should be considered as guidelines and not as a complete list of responsibilities. Each club should determine the duties of each officer.

CLUB PRESIDENT

1. Serve as a liaison between Club Sports office and the club team.
2. Be familiar with **Club Sports Handbook**, and make sure its policies are implemented and adhered to.
3. Make sure all forms are filled out and submitted to Club Sports office on time.
4. Keep club advisor and coach aware of all club and Club Sport activities.
5. Hold elections as stipulated in the individual club's constitution.
6. Carry emergency contact information to all team functions.
7. Ensure that at least one officer attends mandatory training sessions at the beginning of the Fall Semester.

CLUB VICE-PRESIDENT

1. Assist the President, and preside over club when the President is absent.
2. Work closely with the President in coordinating organizational activities.

CLUB SECRETARY

1. Take minutes of club meetings.
2. Conduct all correspondence for the club.
3. Update team roster as necessary.
4. Circulate publicity information if needed.
5. Compile the club's annual report information.
6. Assist the President and Vice-President when needed.

CLUB TREASURER

1. Keep budget and account records up-to-date.
2. Collect dues from members.
3. Maintain documentation of expenditures and receipts.
4. Prepare and submit budget request.
5. Oversee fund-raising activities.
6. Work with Club Sports office to ensure financial records are in order.
7. Maintain club account within Stevens Club Sports Operations Guidelines.

CLUB ADVISOR

*Every club sport **must** have an advisor. The advisor is appointed by the club membership and approved by the Club Sports Director. It is recommended, though not required, that the advisor have both expertise and a high level of interest in the activity.*

Individual clubs are responsible for recruiting and securing an advisor. Advisors should be employed as Stevens faculty or staff. Exceptions to this criterion may be granted on a case-by-case scenario by the Club Sports office.

1. The Advisor must be aware of and follow all Stevens, Club Sports and NCAA policies and procedures.
2. Advisors volunteer in a personal capacity and not as employees, representatives or agents of Stevens. Stevens employees who serve as club advisors are covered by the Institute's liability insurance. Non-Stevens employees **are not** covered under the Institute's insurance for liability associated with their advisor activities.
3. Advisors serve to guide club sport members through the process of effectively operating a club sport.
4. Advisors provide continuity to the program from year-to-year by assisting the new officers during the transition process. They can also provide helpful information about the club sport's history and tradition.
5. Advisors can be beneficial to a club by giving advice based on experience and insight into operations at Stevens.
6. Advisors should encourage the development of leadership, initiative and the ability to accept responsibility among all members and officers of the club.
7. Advisors help ensure that the activities and undertakings of the club are sound and reflect favorably on the university.

8. Advisors can assist in the development and implementation of club sport goals and objectives by attending organizational meetings and consulting with the officers, coaches and club sport staff.
9. Advisors should be available to club sport officers during the development of projects and programs to provide expertise and direction to help insure that activities are well planned and reflect favorably on the Institute.
10. Advisors should be prepared to act as a confidant in both individual and club-related matters.
11. When applicable, the advisor may provide input into the recruitment, selection, hiring, evaluation and termination process of any coach, as well as monitoring their effectiveness with the club.
12. Advisors should attempt to attend club meetings, practices and competitions when convenient.
13. All Advisors are required to attend the Fall Coach/Instructor and Advisor Workshop.

COACH'S ROLE

*Every sport club team that competes off-campus **must** have a coach. A coach may also serve the role of club advisor.*

Individual clubs are responsible for recruiting and securing a coach/instructor if needed. Coaches/Instructors may be undergraduate students, graduate students, faculty, staff or community members. The primary duty of the coach is to provide organized and safe instruction and training for participants of various skill levels. They will evaluate performance for the purpose of selection for competition or individual recognition.

1. The Coach/Instructor must be aware of and follow all Stevens, Club Sports and NCAA policies and procedures.
2. The Coach/Instructor and the club shall make no promise of monetary or other rewards to any players or prospective players. The club members shall decide how club funds are used according to the club charter.
3. The Coach/Instructor is not only obliged to develop skills, conditioning, etc. but to protect the club members' safety. The Coach/Instructor should be concerned with the risk of exposure to liability as a result of serious injury. It is recommended that coaches have travel, medical and liability insurance.
4. The Coach/Instructor should be aware of any situation that could result in sexual harassment, discriminating conduct or inappropriate conduct by club members.
5. Coaches/Instructors must help ensure good sportsmanship at all times.
6. The Coach/Instructor should restrict his/her contributions to coaching/instructing. They should serve **only in an advisory position** for the club's management activities, including but not limited to submitting forms, budgeting, scheduling, hosting tournaments, competition and travel arrangements, special events, etc. Keep in mind that a club sport is first and foremost a student organization, and therefore the student officers must serve as the liaison between the club and the Club Sports staff.

7. The Coach/Instructor's responsibilities are not those of a varsity coach. The club sport program is designed to allow the club members to administer all facets of the club's activity except coaching.
8. The Coach/Instructor shall discuss club matters with the club, its advisor and the Club Sports office only.
9. The Club Sports office may relieve the club coach at any time if it is determined that the coach is not working in the best interest of the club.
10. All Coaches/Instructors are required to attend the Fall Coach/Instructor and Advisor Workshop.

Membership and Eligibility

Membership in any club sport must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation or veteran status.

Each club must complete and submit a **Team Roster** at the beginning of each academic year. Deliver your roster to the Club Sports office by Monday, September 15, 2003. The roster should include the following completed information about each member of your club: Name, Social Security/Student ID #, Class Year, Gender, Phone Number, Email address and Local Address. Each member is also required to fill out a liability waiver, participation agreement, medical insurance verification and health history form. The liability waivers and participation agreements should be on file by the same date listed above. The medical insurance verification and health history forms should be kept on-hand at practice and competitions in case an emergency should arise.

Membership may consist of students, faculty, staff and community members. For further stipulation see the NCAA Bylaws below.

Current varsity athletes are not allowed to participate in the same sport that they are currently competing in.

High school students in grades nine or above are **not eligible** for participation in club events.

Members may not use Club Sports to promote individual financial gain or private practice.

Presidents of each club sport are responsible for checking the eligibility of their players.

NCAA COMPLIANCE

NCAA Bylaws apply to all club sports since they are administered within the Intercollegiate Athletic Department. These definitions and general principles include:

1. “Prospective student-athletes” – limitations for students who are between 9th and 12th grades in high school.
2. Athletic Sponsored Club Sports – may not include prospects.
3. “Open” Events – not classified by age group or level of education.
4. Academic Status – eligibility to represent institution.

Finances and Fundraising

STEVENS CLUB SPORTS TEAM ACCOUNTS

The Club Sports Office assists registered student-led club teams in keeping proper accounts of their financial activities. Unless exempted by the Director, each club must maintain an unrestricted financial account for the deposit of dues and fundraising money, and for disbursements. Off-campus accounts and “slush funds” are not permitted. Substantial guidance and assistance are available from the Club Sports Office.

CLUB SPORTS FUNDING FROM STEVENS ATHLETIC DEPARTMENT

Each club is eligible for athletic funding to support normal club operations. Clubs must meet all requirements and administrative due dates stated in this handbook to receive funding from the Club Sports Office.

Budget Preparation

The Club Sports budget allocates money to club sports to support their operating expenses.

A proposed budget will be due to the Club Sports Office by June 30, 2006. Please fill out the Club Sport Budget Request Form completely and attach an additional sheet with detailed line items for all of your 2006-07 projected expenses and income.

If a club does not turn in its request by this date, they will not be considered for funding for the 2006-07 school year. The Club Sports Budget Committee will review the requests for Club Sports funding. Allocations will be made by the beginning of the fall semester. Once a club receives their allocation, they must follow proper procedures to gain access to these funds. Prior approval is needed from the Club Sports Office for all use of these funds.

Items that will be included in your budget proposals include organizational membership dues, entry fees, team equipment, service fees (coach, officials, etc.), transportation costs, awards, publicity and administrative costs, and miscellaneous costs. Personal equipment (i.e. gloves, bowling balls, sticks) **will not** be covered by the budget, and must be provided by each individual participant.

Fundraising

Any fundraising or solicitation of donations must receive prior approval from the Club Sports Director. Any marketable materials to be used for fundraising purposes must be approved **prior to ordering** by the Director of Athletics. All funds raised through approved fundraisers **and** solicitations will be deposited into the club account and spent with the approval of the Club Sports Office.

Travel

Travel for club activities is voluntary and at the discretion of the club members. Anyone undertaking such travel does so on a voluntary basis with the understanding that Stevens **does not assume any responsibility** for accidents, damage or injury resulting from such travel.

Each Club Sport is required to have an advisor. Each Club Sport that travels is required to have a coach. The advisor or the coach **MUST** accompany the team during travel. **Students are not permitted to drive Stevens vehicles at any time.**

SCHEDULE OF EVENTS

A schedule of all planned home and away events should be submitted to Club Sports.

TRAVEL ITINERARY

Prior to any club travel, a **Travel Itinerary** should be submitted to the Club Sports Office. It is important that this is done so travel can be pre-approved and individuals can be reimbursed for any expenditure. This form is also important for contacting club participants in case of emergency.

During the first business day following return from the trip, clubs should submit the results from their competition. Club Sports will help to publicize any results that are promptly reported.

UNIVERSITY TRANSPORTATION

The use of Stevens vehicles for outings and activities is voluntary. Each club assumes all liability and risk when traveling, as Club Sports are a student-run organization and not covered under Stevens insurance.

The **Travel Itinerary** forms for the entire season must be completed and submitted to Club Sports with the game and practice schedules on the appropriate due dates to ensure transportation will be available.

Service charges will be applied by Club Sports as follows:

Failure to return keys on time	\$50.00
Failure to return paperwork	\$10.00
Non-cancellation fee	\$25.00

Failure to return vehicle on time	\$25.00
Minimal cleaning fee (if applicable)	\$75.00

Risk Management

Safety of club sports participants is of the utmost importance. There are inherent risks involved in all recreational competitive sport programs. **Stevens does not assume any risk for participation in club sport activities.** Each participant will be responsible for his/her conduct and actions. The following guidelines describe safety and risk management issues.

LIABILITY AND MEDICAL FORMS

Each club sport member must sign a **Liability Waiver and a Participation Agreement** prior to the first practice of the academic year to be able to participate in a club sport. Additionally, each participant must provide proof of medical insurance and take a physical examination to be cleared to participate. Each must be filled out and provided annually. It is the president's responsibility to ensure that all team members have signed these forms.

The liability waivers and participation agreements should be on file with the Club Sports Office, and should match up with your official roster submitted by the same date. The medical insurance verification forms should be kept on hand at practice and competitions in case an emergency should arise.

ACCIDENTS AND INJURIES

The Dean of Student Life is to be notified immediately through the Campus Police of all emergencies involving students. He/she has the authority and the responsibility for coordinating the efforts made on the student's behalf. Situations that are to be reported include any injuries involving a student, serious accidents, severe illnesses, missing students, arrests for serious offenses, traffic accidents, theft and other cases of serious misbehavior. In addition, the Director of Club Sports should be notified.

Contact Information:

Dean of Student Life

Kenneth Nilsen

Phone: 216-5206

E-mail: knilsen@stevens.edu

Director of Club Sports

John Crane

Phone: 216-8033

E-mail: jcrane@stevens.edu

Campus Police

Phone: 216-5105

Liability

Statement of Club Officers Responsibilities for Safety and Liability

Student officers assume the primary role and responsibilities for safety and liability for their club activities. The scope of responsibilities is directly related to the level of each club's organization and competitive activities. These safety and liability duties are based on various principles and policies.

PRINCIPLES AND POLICIES

1. Stevens permits student organizations to be organized and conduct their activities on campus, as approved by the Student Government Association.
2. Stevens regards students (and their organizations) as customers and therefore **does not assume any liability** for the conduct of their activities, programs, practices or competitions.
3. Stevens **does not** provide liability insurance coverage for any student-run organization, including club sports.
4. Stevens does provide liability insurance coverage for any **salaried employee** while acting in the capacity as club advisor or club coach, provided the employee has been approved to serve as club advisor or coach by the Club Sports Director.
5. Stevens liability insurance coverage **is not** extended to wage payroll employees, graduate students or undergraduate students who may serve as club coach, advisor or student officers.
6. Any Stevens employee who drives a Stevens vehicle to transport students for club activities is covered by the Institute's vehicle insurance policy, provided the number of passengers does not exceed the seating capacity of the vehicle.
7. The full responsibility for liability coverage of club activities rests within individual clubs. If available through a national governing body, each club should purchase liability insurance for officers and members.

STATEMENT OF LIABILITY: Injury or negligent actions that arise from club activities may impact club officers' personal liability and result in liability exposure to their families.

MINIMIZING LIABILITY EXPOSURE: Elected officers should minimize their club and members' liability exposure through the following operational practices:

1. Require that all members understand the risks of participating in the club's activity by signing a **Participation Agreement**. If any member is under 18 years of age, a parent or guardian must sign the **Participation Agreement**.
2. Prior to their first participation, require that all members declare any physical limitations that could be aggravated by their participation in club sports activities.
3. Restrict persons who inform the club officers of pre-existing medical conditions from participation until they have been examined and cleared by a medical doctor.
4. Prepare a written emergency action plan for the club that addresses the protocol to follow for accidents and injuries. A copy of the plan must be on file in the Club Sports office.
5. To the extent possible, ensure that at least one person trained in basic first aid and CPR is present at each practice and competition.
6. Prior to each practice and competition, have the club's equipment inspected for safe use. All defective equipment should be removed.
7. For clubs that travel off campus:
 - * Utilize Stevens vehicles driven by a Stevens certified driver or enter into a contract with commercial-hired carriers to transport members.
 - * Require drivers to take a safety break after 4 hours of driving or have an approved 2nd driver to relieve the 1st driver.
 - * File an itinerary for each trip in the Club Sports office and include a complete list of all participants traveling to an off-campus event.
 - * Utilize an emergency contact protocol in the event of accident or injury.
 - * Utilize an emergency treatment protocol to care for members who are injured while participating in off-campus events, trips and competitions.
 - * Prohibit members from using abusing alcoholic beverages at any club event or during travel to and from the event.
8. Limit the use of private vehicles to transport club members to club activities. Private vehicles may not be properly maintained nor have adequate insurance coverage for transporting club members to off-campus events.
9. Prevent the abuse of alcoholic beverages by any club members, as well as the use of alcoholic beverages by club members who are minors. Officers are responsible for ensuring compliance with relevant state laws governing alcohol consumption by minors during off-campus travel.
10. Ensure that their club complies with all of the safety rules that are endorsed by the national governing body for each club sport activity.

11. Ensure the competencies of each coach to implement safe activity at all times.

Schedules/Facilities

Club Sports will help with facility scheduling. Facility reservations must be done for each semester. Additional facility requests may be made for special events. In some cases clubs will be required to complete facility use agreements, individual participation agreements or other documentation prior to facility assignments.

Equipment

The Club Sports Program will be designating storage space for some clubs to store their equipment. Once the area is designated, the clubs will be notified.

Teams should maintain an inventory of all of the items they purchase.

Requests for equipment or the maintenance of existing equipment should be indicated on the Budget Request form.

Publicity

A club may or may not identify itself by name as affiliated with Stevens Institute of Technology. If Stevens or Ducks or any other commonly known designation concerning Stevens is used to identify the group, the word “varsity” is specifically prohibited to identify a club or a portion of the club.

For information regarding posting of handbills, solicitation on campus, canvassing in university residence halls, publications and other communication media, please refer to the Student Handbook.

A section of the Stevens Athletics web site will be dedicated to Club Sports in the future. Each club sport will have its own link, and will be responsible for maintaining the page and keeping the information up-to-date. The web pages will be used for posting schedules/results, rosters and announcements regarding your club. Further information will be provided in the future.

Code of Conduct

PHILOSOPHY

To be admitted to Stevens and to its baccalaureate programs, and to represent Stevens in club competition is a distinct privilege and must be earned by positive performance both on and off the field. By accepting this privilege, the student-athlete accepts the responsibilities outlined by the Code of Conduct in the Stevens Student Handbook.

DISCIPLINARY ACTION

Dependant upon the nature of the offense, disciplinary action for misconduct by members of a club sport will either be remanded directly to the Dean of Student Life, or will be dealt with by the Director of Club Sports.

NOTE: Certain violations that are of particular concern to Club sports and the Athletic Department are listed below. Their incorporation in this document mandates that club officers have a thorough understanding of these policies and assume responsibility for ensuring that their organization abides by said policies at all times. However, this does not excuse team members from ignorance of the remainder of Stevens' regulations.

ALCOHOL POLICY

Please refer to the Student Handbook for the complete Stevens policy concerning alcohol. Note that the Club Sports Office and the Department of Athletics prohibits the use of alcohol before, during or after department sponsored athletic events.

FIREARMS POLICY

While it stands to reason that a student may wish to establish a legitimate club that makes use of firearms or archery equipment, Stevens has a strict policy regarding possession and storage of weapons. Please refer to the student handbook for the complete Stevens policy concerning firearms. Questions regarding the implementation of this policy in regards to the establishment of a club sport should be directed to the Dean of Student Life.

HAZING POLICY

All allegations of hazing will be thoroughly investigated. **ANY** student organization and/or club sport that promotes, permits or engages in hazing will be subject to disaffiliation with Stevens, and individuals found in violation of Institute policy will be subject to sanction by the Institute. Please refer to the Student Handbook for the complete Stevens policy concerning hazing.

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORTS LIABILITY WAIVER**

In consideration of the _____ Club providing instruction to me, attempting to further my knowledge and permitting me to participate in the club, I, (print) _____, hereby agree to the following:

I hereby convene not to bring any action, legal, equitable or otherwise, or to make any claim of any nature whatsoever against Stevens Institute of Technology, its officers, trustees, employees and agents, the club and its officers, instructors, representatives and any other persons involved with the club activities – either directly or indirectly – for any personal injury or injuries, including death or property damage which I or others might sustain in engaging in club activities necessarily incidentally associated therewith.

I do hereby release and further discharge Stevens Institute of Technology, its trustees, officers, employees and agents, and the club, its officers, instructors, representatives and any other persons involved with the club activities – either directly or indirectly – of any responsibility or liability of any nature to me for any personal injuries, health or property damage which I may suffer or incur either directly or indirectly as a result of my participation in club activities.

I MAKE THESE COVENANTS, RELEASE AND WAIVERS KNOWINGLY AND VOLUNTARILY WITH FULL KNOWLEDGE OF ANY EXISTING DANGERS IN TRAINING, PRACTICING, PLAYING, TRAVEL AND ANY OTHER CLUB ACTIVITIES, WHICH DANGERS I HEREBY FURTHER EXPRESSLY VOLUNTARILY ASSUME.

I further make these covenants, releases and waivers to bind myself, my executors, heirs, administrators and assigns to the fullest extent.

I do execute this release with the intent to be legal and hereby for myself and on behalf of my heirs, administrators, executors and assignees.

Signature_____

Date_____

Social Security #_____

E-mail address_____

Phone#_____

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORTS TEAM AND OFFICER GOALS**

Club Name: _____ **Date:** _____

President: _____ **Signature:** _____

Vice President: _____ **Signature:** _____

Secretary: _____ **Signature:** _____

Treasurer: _____ **Signature:** _____

Advisor: _____ **Signature:** _____

Coach: _____ **Signature:** _____

Club and/or Team Goals: Include explanation and plans to achieve goals

1. _____

2. _____

3. _____

Officer Goals: Include explanation and plans to achieve goals

1. _____

2. _____

3. _____

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORTS PARTICIPATION AGREEMENT**

The _____ Club involves strenuous physical activity, including running and cardiovascular training. Health professionals recommend that all participants complete a physical exam, or have a doctor's approval prior to beginning any exercise program.

As a result of this strenuous physical activity, participants may be physically injured. Possible injuries include, but are not limited to, muscle strains, back injuries, sprains, broken bones, strokes, cardiac arrest and other varieties of catastrophic injury. All participants must assess their physical condition and the possibility of injury.

The safe conduct of any group activity, such as Club Sports activities, is dependent upon the individual actions of each member of the group. The participant has an obligation to refrain from dangerous or disruptive activity that might endanger the participant or any other member of the group. The use of drugs, alcohol, or any other substances that might be dangerous or detrimental to the participant's performance as a member of this organization is strictly prohibited. In addition:

- A. The undersigned understands that he/she is fully responsible for any and all medical expenses that he/she might incur as a result of his/her participation in club activities.
- B. The undersigned certifies that he/she has adequate medical/hospital insurance coverage that will cover any and all medical expenses resulting from his/her participation in any of the club activities.
- C. The undersigned agrees that any travel conducted in conjunction with club activities is voluntary and discretionary. **THE INSTITUTE DOES NOT ASSUME LIABILITY FOR SUCH VOLUNTARY TRAVEL.**

INSURANCE COMPANY _____
POLICY NUMBER _____

- 1. The undersigned further agrees to conduct himself/herself in a safe and prudent manner at all times while participating in club activities.
- 2. The undersigned has read and understands the importance of securing a physician's approval of the undersigned's participation in club activities.
- 3. The undersigned has read this Agreement and fully understands the risks involved with the club activities and willingly agrees to accept and assumes those risks during this club sport program. Additionally, the undersigned agrees to exonerate and save harmless the Club, its officers, trustees, agents and employees from any and all liability, claims, causes of action or demands of any kind and nature whatsoever which may arise by or in conjunction with the undersigned's participation in any activities related to the club.
- 4. The undersigned agrees to follow any verbal and/or written instructions provided by the coaches and/or supervisors during each Club activity.

Participant's Signature

Date

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORTS ADVISOR/COACH REGISTRATION**

CLUB NAME: _____ **DATE:** _____

CLUB DIRECTOR: John W. Crane **SIGNATURE:** _____

CLUB ADVISOR

NAME: _____ **POSITION AT STEVENS:** _____

ADDRESS: _____

PHONE (H): _____ **PHONE (W):** _____

E-MAIL ADDRESS: _____

I agree to provide my services as an Advisor to the _____ Club.

I will serve in this position during the 20__ - __ academic year.

SIGNATURE: _____ **DATE:** _____

CLUB HEAD COACH

NAME: _____ **POSITION AT STEVENS:** _____

ADDRESS: _____

PHONE (H): _____ **PHONE (W):** _____

E-MAIL ADDRESS: _____

I agree to provide my services as Head Coach of the _____ Club.

I will serve in this position during the 20__ - __ academic year.

SIGNATURE: _____ **DATE:** _____

CLUB ASSISTANT COACH

NAME: _____ **POSITION AT STEVENS:** _____

ADDRESS: _____

PHONE (H): _____ **PHONE (W):** _____

E-MAIL ADDRESS: _____

I agree to provide my services as Assistant Coach of the _____ Club.

I will serve in this position during the 20__ - __ academic year.

SIGNATURE: _____ **DATE:** _____

STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORT BUDGET REQUEST – 2006-07

Club Name: _____ Club Officer: _____
Phone #: _____ E-mail address: _____

Check if you attend: Regional Championships _____ Location in 2006-07: _____
National Championships _____ Location in 2006-07: _____
Other Championships _____ Location in 2006-07: _____

Budget Expense Summary – List all your projected expenses for 2003-04 **Amount:**
(Please attach a detailed summary for each category)

Local/Regional/National Affiliation Dues _____

Services (coach, officials, trainers, etc.) _____

Team Equipment _____

Transportation _____

Rental Fees (off-campus facilities) _____

Publicity _____

Awards _____

Administration (phone, photocopies, postage, office supplies) _____

Miscellaneous Expenses _____

Total Projected Expenses for 2006-07 _____

Budget Income Summary – List your projected income for 2003-04 **Amount:**
(attach a detailed summary for each category)

Dues _____

Fundraising _____

Other Income _____

Total Projected Income for 2006-07 _____

Total Requested from Club Sports (Expenses minus Income)

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORTS TRAVEL ITINERARY**

CLUB NAME: _____

Officer Submitting Form: _____ **Phone #:** _____

Signature: _____ **Date Submitted:** _____

Purpose and/or Name of Event: _____

Location of Event: _____

Date of Event: _____ **# in Travel Party:** _____

Transportation:

Time/Date of Departure: _____ **Time/Date of Return:** _____

Round Trip Mileage: _____

Type of Transportation (Check those which apply):

- Campus Vehicles**
- Rental Vans/Cars**
- Commercial Bus**
- Airline**

Lodging

Hotel/Location: _____

Phone #: _____

Travel Party

PLEASE ATTACH LIST OF TRAVEL PARTY TO THIS FORM

(Members must be listed on your official roster and have a signed liability waiver on file)