Sport Club Council Handbook
Eastern Kentucky University
Sport Club Council Handbook

EKU Sport Club Staff

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Fitness & Wellness Center Sport Club Reservation Policy

EKU Sport Clubs, as part of Campus Recreation, may reserve the Fitness & Wellness Center for meetings and events as available based on the guidelines below.

**President’s Box:**
All reservations for the President’s Box must be made at least ten academic days in advance through the Coordinator of Campus Recreation Facilities. It must also be approved by the President’s Office.

The box is available for club meetings when:

- It is not being used for official university events
- It is not being used for any Campus Recreation event or meeting
- It is not a home Varsity Football game weekend (Friday at 5:00PM – Sunday at 8:00AM)
- It is not being used for a rental event

**Courts 1 & 2:**
All reservations for Courts 1 & 2 must be made at least ten academic days in advance through the Coordinator of Campus Recreation Facilities.

- One (1) court can be reserved during non-peak hours for games or tournaments with less than five (5) or less teams in attendance. This includes any EKU Club Teams.
- Two (2) courts can be reserved during non-peak hours for games or tournaments with six (6) or more teams in attendance, including EKU Club Teams.
- No reservations will be allowed during peak hours except by special permission of the Assistant Director of Intramural and Club Sports and the Coordinator of Campus Recreation Facilities.

**Limitations:**
- A club team is allowed two courts in the Fitness & Wellness Center, two weekends per semester each academic year.
- A club may never host three tournaments utilizing two courts in one semester.

**Definitions:**
1. Non-Peak Hours: Friday at 8:00PM to Sunday at 4:00PM.
2. Peak Hours: Sunday at 4:00PM to Friday at 8:00PM.
Introduction and General Information

Eastern Kentucky University Sport Club program compliments intramural activities, activity classes offered by the Department of Exercise & Sports Science and the university’s intercollegiate athletic programs. The Sport Club program is administered by staff members within Campus Recreation in conjunction with the staff of the Office of Student Life who combine to offer administrative guidance to the clubs. Each club is formed, developed and governed by the student membership of that particular club. The key to success of this program is student leadership and participation. Sport clubs are governed by the rules and regulations applying to all Registered Student Organizations (RSO) and those established by Campus Recreation in coordination with the Sport Club Council. All Registered Student Organizations are classified by the University under Policy 5.1.2P (click here to view the policy).

Currently, the EKU Sport Club program recognizes 16 clubs. These are Ice Hockey, Men’s Lacrosse, Paintball, Women’s Rugby, Men’s Rugby, Women’s Soccer, Men’s Soccer, Skeet & Trap, Softball, Women’s Volleyball, Capoeira, Ultimate, Climbing, Women’s Basketball, Running and Bassmasters. All of these clubs receive funding from Campus Recreation and Student Government Association and are active in competition in the region and across the country.

The Sport Club Council Handbook contains policies and guidelines to be followed by all clubs affiliated with the EKU Sport Club program and Campus Recreation. This handbook will serve as a working resource for officers in the daily management of their respective clubs. Questions and concerns not covered in this handbook are handled by the Assistant Director of Sport Clubs.

Sport Club Mission Statement

The Sport Club program is designed to serve the interests of EKU students, faculty and staff in various sports and recreational pursuits. The clubs are meant to be a learning experience for the members through their involvement in the organization and administration of club activities and community service in addition to the development of athletic skill. Clubs may vary in focus and programming as the members of each club are active in the leadership and decision making processes of club activity.
Responsibilities of Club Presidents and Officers

Beginning of Year:

☐ Review the Sport Club Council Handbook. Use as a resource and to educate club officers of expectations.
☐ Obtain a Release Form from each club member and turn them in to the Sport Club office.
☐ Submit an updated Roster Form with ID numbers.
☐ Submit a Fall Schedule for games and competitions

Throughout the Year:

☐ Submit a Spring Schedule for games and competitions
☐ Attend all scheduled Sport Club Council meetings. If a club is not present, it will be fined $50.
☐ All clubs must attend at least 6 of 8 meetings to be eligible for 100% of funding the following year
☐ Operate the club in compliance with the content of this handbook and with the content of the Office of Student Leadership & Involvement’s Registered Student Organization Handbook.
☐ Inform club members of university and department policies, procedures, expectations, emergency procedures and other regulations.
☐ Coordinate club activities with the Sport Club office and the Office of Student Life.
☐ Submit all required forms on time.
☐ Assure that all club financial obligations are met.
☐ Arrange facility reservations for club functions (practice, competitions, meetings, etc.) with the Campus Recreation Coordinator of Facilities

End of Year:

☐ Submit Officer Update Form to Office of Student Life
☐ Submit End of Year Report Including Officer Update to Campus Recreation Sport Club Office.
☐ Submit following year’s budget, with budget check sheet (see next page) and End of Year Report by posted deadline.
EKU Sport Clubs Budget Allocation Check Sheet:

Section 1: Budget

_____ Budget emailed on time
_____ Budget in Excel format using Sport Club template

*If either condition is not met budget is not acceptable and funding cannot be awarded.*

Section 2: Attendance of Meetings:

Put a check next to each meeting that club attended:

- September
- October
- November
- December
- January
- February
- March
- April

Missed 2 or less meetings = 100% of funding possible
Missed 3 or 4 meetings = 50% of funding possible
Missed 5 or more meetings = No funding for following year

Section 3: Forms:

_____ Waivers, Roster and Officer Update in by posted date Fall
_____ Roster in by posted date Spring

Forms more than 4 weeks late either semester = no funding for following year

The above responsibilities should be considered as guidelines and not as a complete listing of the club president’s or officers duties.
Forming a New Sport Club

Individuals or groups interested in starting a new club and becoming affiliated with the Campus Recreation should use the suggestions outlined below as a guide for initiating a new club.

1. Meet with the Assistant Director of Sport Clubs regarding plans to establish a new club.
2. Schedule an organizational meeting to assess interest. Contact the Office of Student Leadership & Involvement (128 Powell) for advertising and facility reservation procedures.
3. Elect club officers.
4. Write a constitution and bylaws for your organization.
5. Complete procedures required by the Office of Student Leadership & Involvement to become a Registered Student Organization.
6. Submit an information packet to the Assistant Director of Sport Clubs requesting recognition. This should include:
   a. A roster of prospective members which includes EKU ID numbers of all participants.
   b. A copy of a proposed budget for a full academic year.
   c. The club’s constitution and bylaws.
   d. A tentative schedule of the club’s activities (meetings, practices and competitions) for a full academic year.
8. Have all club members sign a Release Form and return these to the Sport Club office before your first practice or club activity.
9. Be selected for admittance by a majority vote of the Sport Club Council.

* New clubs admitted to the Sport Club Council are not eligible to apply for budget allocation until they have been a member for one academic semester.

Returning Club Procedures

The following must occur each year for a club to re-register with the university. Failure to perform any of these steps may result in loss of Sport Club status, facility reservations and/or funding.

1. Submit a Student Organization Officer Update Form to the Office of Student Leadership & Involvement after every officer change and by the posted date at the end of each spring semester.
2. Complete update form and registration form with Office of Student Leadership & Involvement by April 1 of academic year.
3. Submit End-of-Year Report and Budget to the Assistant Director of Sport Clubs by the posted date at the end of each spring semester.
General Policies and Procedures

 Eligibility for Club Membership

1. Clubs must consist solely of currently enrolled undergraduate/graduate full-time students and faculty/staff of EKU.
2. Membership will also be approved by each club’s constitutional bylaws and any additional rules of leagues to which clubs belong.
3. University Handbook for Students: “The organization shall be open to all students meeting reasonably established organizational qualifications and such qualifications shall not be based upon race or religion.”
4. Each member of a sport club must complete a Release and Indemnity Form, have it on file at the Sport Club office and be listed on the club’s membership roster before he/she will be recognized as an official member of a sport club.

Health Insurance and Injury Considerations for Participants

1. Participants are encouraged to carry personal health insurance. When the participant signs the Release Form, he/she indicates that they have adequate medical insurance to cover injuries that may result from participation in sport club activity.
2. Should an injury occur during participation at any club activity, an Injury Form must be filed by a club officer with the Sport Club office within 24 hours of the injury.
3. An injured participant is responsible for all financial obligations and for any treatment required as a result of the injury.
4. Participants are responsible for discussing with Student Health Services medical staff or with their personal physician any known physical problems which may limit participation in the Sport Club program. This must be accomplished prior to participation.
5. Participants are responsible for proper conditioning that is requisite for participation.
6. Each club is required to have two individuals certified in First Aid and CPR with at least one of these present at all club activities. The Sport Club office will offer certification classes at no cost at the beginning of the fall and spring semesters.

Sport Club Office Services

The following services are available through the Sport Club office or are provided by the Sport Club Council

• Administrative assistance and guidance.
• Practice and game facility reservations.
• Equipment purchase, storage and check-out.
• Budget preparation.
• Maintenance of an accounting system.
• Fax machine.
• Fund raising assistance.
• Publicity and promotion.
• Computer Access
• Copying service – limited to 25 copies per event.
• Club record keeping and organization.

Contracts

If your club is required to sign a contract for any reason (e.g. to use a facility for practice/competition, to compete against another university, etc.), the president of the club should be the club representative that signs – the Assistant Director of Sport Clubs and the Assistant Director of Student Involvement & Leadership will not sign contracts.

Contracts should contain NO language involving Eastern Kentucky University. All contracts MUST be worded so that the involved club is the entity assuming risk.

Assumption of Risk: Participation in Sport Clubs at any EKU facility or off-campus facility contracted by the specific club is completely voluntary whether participating in or watching any event or activity. Each individual participating or watching assumes the risk for any harm or injuries sustained. Each participant or observer DOES HEREBY INTENTIONALLY, KNOWINGLY, AND VOLUNTARILY RELEASE, WAIVE, DISCHARGE, INDEMNIFY, AND AGREE TO HOLD HARMLESS Eastern Kentucky University, its employees, regents, and volunteers (collectively referred to as “Released Parties”) FROM ANY AND ALL CLAIMS, ACTIONS, SUITS, PROCEDURES, COSTS, EXPENSES, DAMAGES, AND LIABILITIES brought as a result of a claim arising as a result of participation or observation, whether such damage, injury, or loss results from NEGLIGENCE or some other cause, and to reimburse them for any such expenses incurred.

Class Attendance

The EKU University Handbook for Students gives individual departments the authority to prescribe attendance regulations for their classes:

“Students are responsible for course work covered during all class periods, including the first class meeting. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy printed on the course syllabus.”

Therefore, absences from classes for valid reasons are excused only by instructors or departments. A student should inform instructors of any known absences well in advance. The Assistant Director of Sport Clubs will provide informational letters to faculty members provided the club is in good standing with the Sport Club Council.
Conduct

The basic concept underlying the university’s standard of conduct is that students, by enrolling in the university, assume an obligation to conduct themselves and their organizations in a manner compatible with the university’s function as an educational institution. Individuals must always conduct themselves in a way which does not detract from the reputation of the university. This includes behavior in game situations, misuse of equipment and facilities and conduct during club related activity (fund raisers, community service, trips, etc.). Inappropriate conduct and actions while participating in any sport club related activity will jeopardize the club’s continued status as a Sport Club and as a Registered Student Organization.

Hazing Policy

No club shall conduct hazing activities. Hazing activities can be defined as, “any action taken or situation created, intentionally, whether on or off fraternity/University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution”. If you have any questions about acceptable activities, please contact the Assistant Director of Sport Clubs PRIOR TO engaging in any activity.

Eastern Kentucky University Policy Number 5.1.1P. Available at:

http://www.policies.eku.edu/nonacademic/hazing/hazing_policy_1_25_10_BOR.pdf

Alcohol Policy

The university prohibits the unlawful possession, distribution, and use of alcohol and illicit drugs on university property or at university sponsored activities. This standard applies to all registered student organization-sponsored social activities, fundraisers, and promotional meetings.

The consumption of alcohol during any sport club activity on University Property by either spectators or participants is strictly prohibited. This includes, but is not limited to, Weaver and Begley Gyms as well as the Intramural Fields. Sport Clubs violating this policy will receive a minimum
$250 fine and possible suspension from Campus Recreation facility use. Further violations constitute a minimum 1 year suspension from all Campus Recreation facilities and forfeiture of all Sport Club funding for a period of no less than 1 year.

Eastern Kentucky University Policy 9.1.1P. Available at:


**Discipline Process**

Violations of or non-compliance with EKU, Student Life or Campus Recreation policies and standards of conduct may result in revocation of Sport Club recognition or other disciplinary action. The discipline process has been developed to assist club leaders in addressing issues that may cause problems for the club.

**First Offense***:

If the violation is the club’s first of the current academic year and the club is not under probation from violations committed the preceding year, the following steps are taken.

1. The club president is notified that disciplinary action against the club is being considered.
2. The club representative/club member involved will be scheduled to appear before the Assistant Director of Sport Clubs and/or the Assistant Director of Student Involvement & Leadership who will then determine a warranted course of action. Such action could include, but is not limited to, probation, a written reprimand, a $50-$100 fine from allocated money, loss of facility reservations and loss of recognition by the Sport Club Council.
3. The Assistant Director of Sport Clubs will notify the club president of the disciplinary action taken against the club.

**Second Offense***:

If the same situation occurs again or a different infraction occurs, the club representative/club member will again be scheduled to appear before the Assistant Director of Club Sports and/or the Assistant Director of Student Involvement & Leadership. The same process will be followed with the same but stiffer possible disciplinary actions.

**Appeal Process**:

An appeal of a disciplinary decision may be made only on justifiable grounds including irregularity in the proceedings, punishment inconsistent with the nature of the offense, or additional pertinent evidence not available for the original meeting.
The club representative will inform the Assistant Director of Sport Clubs through a written statement that the club wishes to appeal the disciplinary action. The appeal must be received in the Sport Club office no later than 5 academic class days after the club has been informed of the action being taken and must include the circumstances related to the violation and the reasons for the appeal.

As soon as is practical a hearing will be scheduled with an Sport Club Appeals Committee consisting of the Associate Director of Facilities for Campus Recreation, the Director of Campus Recreation, and one non-involved club president. The Sport Club Appeals Committee will reject, modify or uphold the decision of the Assistant Director of Sport Clubs. The decision of the Sport Club Appeals Committee is final.

**Budget and Finances**

At the beginning of each academic year, Accounting and Financial Services mails a signature card to the Assistant Director of Sport Clubs. This card needs to be signed by the club’s incoming treasurer and Assistant Director of Sport Clubs and returned to Accounting and Financial Services in order for the treasurer to be able to have checks made. If no card is received by the advisor, it is the treasurer’s responsibility to obtain one.

**Student Government Association Allocations**

Each year, SGA allocates money to registered student organizations biannually, but its main allocation comes at the end of the spring semester. Club officers, especially treasurers, should familiarize themselves with that process in order to comply with SGA’s procedures and deadlines.

**Campus Recreation Allocations**

In addition to SGA money, sport clubs are allocated money by Campus Recreation. This money is used in conjunction with SGA money to operate the Sport Club Program and is distributed to the individual clubs through annual budget hearings.

In order to receive an annual budget from Campus Recreation, each club requesting funding must complete a preliminary budget and return it to the Assistant Director of Sport Clubs by the posted deadline each spring along with a budget check sheet (see page 7). The Sport Club Council will then convene to allocate budgets by majority vote. Each club will have a representative (treasurer) provide a 5-minute presentation to the council during the budget allocation meeting.

Any club that fails to submit a budget on time or does not comply with the policies set forth in this handbook will not be eligible for funding. Issues that will be taken into account in the allocation of Campus Recreation money include need, compliance, amount of competition and judicial standing with the Department (i.e. probation).
Fundraising

All fundraisers must be approved by the Office of University Development (321 Jones) prior to fundraising activities. The Private Fundraising Authorization Form can be obtained in the Sport Club office or in the Office of University Development. University Development and the Assistant Director of Sport Clubs can be contacted for help with fundraising ideas.

Sponsorships are considered a form of fundraising and must approved through the Office of University Development. Violations of this provision will be subject to disciplinary action.

Deposits

Generated funds (fundraising money, dues, etc.) must be deposited in the club’s Accounting and Financial Services account. Off campus bank accounts are only allowed for individual clubs who have completed an off-campus banking agreement with the Office of student life. Checks should be made out to the club and taken to Student Accounting Services on the 2nd floor of the Student Services Building. The club treasurer will need to endorse all checks with their name, their club’s name and the club’s student activity account number.

Eastern Kentucky University Policy 6.1.1P. Available at:

http://www.policies.eku.edu/nonacademic/rso_banking_policy/registered_student_organization_banking_policy_BOR.pdf

Expenditures

Each club’s treasurer must know how much funds their club has available at any given time from the various places on campus they have money. Campus Recreation and SGA will only pay out what has been allocated even if equipment and services were prepaid with personal money. When submitting an invoice or receipt for reimbursement or having a check made, you must have the original invoice or receipt – copies will not be accepted.

1. **Campus Recreation** – Bring invoice or receipt, with name and student ID of person to reimburse, to the Sport Club office and the department administrative assistant will reimburse or make the payment directly to the billing company.
2. **Student Government Association** – The invoice or receipt should be taken to the SGA Treasurer (132 Powell) who will direct payment to the correct entity.
3. **Accounting and Financial Services** – Fill out Student Activity Accounts Request for Withdrawal Form which must be signed by the club treasurer and Assistant Director of Sport Clubs, attach original invoice or receipt, and submit to 213 Jones.
Travel

Developing safe and prudent travel plans help to secure a successful and safe club trip. Below are procedures required for club travel in private and commercial vehicles.

Assumption of Risk: Participation in Club Sports at any EKU facility or off-campus facility is completely voluntary whether participating in, watching any event or activity, or traveling to and from the activity or event. Each individual participating, watching, or traveling too or from any Club Sport event assumes the risk for any harm or injuries sustained. Each participant or observer DOES HEREBY INTENTIONALLY, KNOWINGLY, AND VOLUNTARILY RELEASE, WAIVE, DISCHARGE, INDEMNIFY, AND AGREE TO HOLD HARMLESS Eastern Kentucky University, its employees, regents, and volunteers (collectively referred to as “Released Parties”) FROM ANY AND ALL CLAIMS, ACTIONS, SUITS, PROCEDURES, COSTS, EXPENSES, DAMAGES, AND LIABILITIES brought as a result of a claim arising as a result of participation, observation or travel, whether such damage, injury, or loss results from NEGLIGENCE or some other cause, and to reimburse them for any such expenses incurred.

Travel-Related Responsibilities

1. **Campus Recreation, Student Involvement & Leadership and the university are not insurers of club members’ safety when they travel.**
2. All travel arrangements are the responsibility of the club president/officers.
   Eastern Kentucky University Campus Recreation is NOT RESPONSIBLE FOR TRAVEL ARRANGEMENTS!
3. The club treasurer and president must assure that the club has sufficient funding to cover travel expenses prior to taking a trip. It is expected, however, that most incidental travel expenses (i.e. gas, lodging, meals) will be covered by club members themselves.
4. Receipts for all travel expenditures must accompany requests for reimbursement when submitted to the Sport Club Office and Accounting and Financial Services.
5. Please contact the Asst. Director of Sport Clubs before planning an international trip.

Rented Vehicles

If your club rents a vehicle through an outside agency, please make sure that you understand the vehicle agreement and strictly abide by its terms. In many cases, outside agencies will only rent to individuals who are at least 21 (and possibly 25) years of age. Also, their insurance coverage may be limited, so please ask about their coverage.

Coaches

1. A coach must acknowledge that he/she is no operating in an official EKU capacity; is not an EKU employee, is not an agent of EKU, and is functioning solely for the benefit of the club.
2. Any club that wishes to utilize the expertise of a coach must have that individual complete a Coaches Application, submit it to the Sport Club office and arrange a meeting with the Assistant Director of Sport Clubs prior to conducting any instructional practice sessions. In addition, the coach must be certified in CPR and First Aid.

3. The coach must restrict his/her involvement with the club to teaching and coaching in practice and competition and must not participate in other areas of club management.

4. The club officers are to serve as the liaisons between the club and the Sport Club office and not the coach.

5. The coach must understand and accept the philosophy of the Sport Club program and be aware that the student leadership of each club retains the right to terminate any non-contractual relationship.

6. If the coach receives monetary compensation from the club (which the Sport Club office highly discourages), please discuss this relationship with the Assistant Director of Sport Clubs to ensure compliance with university and state laws.

7. Please note that coaches may not be paid with Campus Recreation funds.

**Equipment**

Equipment storage is provided at many Campus Recreation facilities. If your club would like to store equipment at your practice or game venue please contact the Assistant Director of Sport Clubs to arrange for storage.

**Facilities**

Each facility used by a club must be safe and appropriate for the specific activity. If you have any problems or concerns with a facility, please notify the Assistant Director of Sport Clubs. In order to secure university facilities, please use the following guidelines.

1. Recreational facility requests for each semester are due to the Sport Club office by the posted dates in the preceding semester. This should be done by submitting an ONLINE Facility Request Form at http://campusrec.eku.edu. Any late requests will be handled with a lower priority.

2. Classroom facility requests for club meetings and other functions must be made through the Office of Student Life.

3. Activity on outdoor facilities may be restricted due to inclement weather. To verify the condition of a field or to find out if practices have been canceled, please call 622-PLAY after 2pm. If hosting a game, please have the opposing club contact you before leaving for Richmond to verify the condition of the field and weather forecast. Games will not be played even in an opposing team has traveled to Richmond if inclement weather prohibits the use of a facility.

Eastern Kentucky University Policy Number 8.3.6R. Available at:

http://www.policies.eku.edu/nonacademic/human_resources_inclement_weather/human_resources_inclement_weather_1_6_09_clarification.pdf
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Please Note: The Sport Club President or Vice President must complete this form once per academic year.

Please complete the information below and return this form, with signature and date, to the Sport Club Office (SRC 103) in the Fitness & Wellness Center. One form must be returned per club.

I have read and fully understand the policies described in this document. All statements in the Sports Club Council Handbook are announcements of present policy only, and the University reserves the right at any time to modify or revoke any of the policies and procedures contained in this Handbook. Accordingly, readers of this Handbook should inquire as to whether any such revisions, amendments, or changes have been made since the last update. This Handbook serves as a means of communicating to the clubs the rights, responsibilities, and obligations of being a member of the University community; however, this is not to be regarded as a contract or offer to contract.

I agree to disseminate this information to all of my club members and my Sport Club will abide by all rules and regulations set forth in this document.

Any violations of Sport Club policies are the responsibility of my Sport Club.

I agree to attend, or have a Sport Club representative attend, any and all meetings required by my serving as an officer of a Sport Club.

Name: ________________________________________

Club: _________________________________________

Signature: _____________________________________  Date: __________