



Sport Clubs
Recreational Sports
Where Every Shape Fits



CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO SPORT CLUBS MANUAL

**SRFC Sport Clubs Office
5500 University Parkway
San Bernardino, CA 92407**

Phone: (909) 537-BFIT

Fax: (909) 537- 7014

sportclubs@csusb.edu

recsports.csusb.edu

**SPORT CLUBS MANUAL
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

TABLE OF CONTENTS

I. INTRODUCTION	3
-Definition	3
-Objectives	4
II. JUDICIAL COMMITTEE	4
-Appeals Process	4
III.REQUIREMENTS & GUIDELINES	5
-Requirements for new and returning clubs	5
-Club & Participant Guidelines	5
-Membership & Eligibility	6
-Policy on Discrimination	6
-Athlete & Team Conduct	6-8
-Procedures Regarding Discipline/Hearing	8
-Probationary Guidelines	8-10
IV. INSURANCE	10
-Rental Vehicles	10
-Second Accident Insurance Policy	11
V.TRAVEL	11
-Procedures for approved travel	12
-Risk Management for travel	12
-Automobile Insurance	13
-Air Travel	13
VI. RESPONSIBILITIES OF SPORT CLUB OFFICERS, COACH, ADVISOR, & COORDINATOR	
-President	13
-Vice President	14
-Treasurer	14
-Secretary	14
-Coach	15
-Faculty and Staff Advisor	15
-Recreational Sport Clubs Coordinator	16
VII. APPENDIX	
-Accident & Injury Procedures	17
-Travel Itinerary/Roster	17-19
-Sport Clubs Roster	20
-Results Report	21
-Sport Clubs Team President Contract	22
-Assumption of Risk, Waiver and Release from Liability Form	23
-Athletic Medial History	24-25

I. INTRODUCTION

This manual has been prepared to guide you, the student representatives, in the successful conduct of your sport club. It contains general information and specific policies and procedures to which your club must adhere. It is of the utmost importance that all club representatives familiarize themselves with and operate in compliance with this manual.

The Sport Clubs program at California State University, San Bernardino provides students with opportunities to develop athletic, academic, and interpersonal skills. Sport Clubs complement the Intercollegiate Athletic Program by providing structured competition with other universities and amateur clubs in a wide variety of sports with multiple levels of competition. Sport Clubs strive to offer competitive experiences to all student-athletes, from novice to elite, who desire to participate athletically. Sport Clubs endeavor to enhance the image of California State University, San Bernardino by representing the ideals of excellence and sportsmanship in intercollegiate competition. Through their involvement, students gain valuable experience in leadership, organization, teamwork, and perseverance, all essential skills for future personal and professional success.

Sport Clubs are advised by the Recreational Sport Clubs Coordinator and (SRFC) Program, which operates as a department under Student Affairs, and are chartered through the Student Leadership and Development office. While the SRFC assists clubs in securing funds, facilities and equipment, the emphasis is on student leadership, development and involvement.

Sport Clubs are student-initiated and student managed. Club members are actively involved in determining the objectives and procedures of their club. The organizational and decision-making duties of each club are the responsibility of the members and their officers. The clubs with the most success and stability are those with active members and dedicated officers.

Sport Clubs are not part of the CSUSB Intercollegiate Athletic Department, nor should they be mistaken as varsity sports supported by those funds. The Sport Clubs program is designed to supplement intercollegiate and intramural programs. In Sport Clubs, as with other student clubs and organizations, the members assume primary financial and organizational responsibilities. There are no University- paid scholarships, and no University- paid coaching staff. Limited financial assistance is available through the Associated Students, Inc. to augment funds raised by individual clubs, but clubs are highly encouraged to seek outside support.

SRFC considers participation in sport clubs as a purely voluntary activity, and individuals participate at their own risk. Participants should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.

Teams are NOT agents of the Associated Students, SRFC, or California State University, San Bernardino. Sport Clubs may use the name "California State University, San Bernardino" and "CSUSB" in describing their organization; however, Sport Clubs must understand and make clear in their representation to third parties that they speak only for their own members, not the University.

DEFINITION

A sport club is a student organization voluntarily organized by students who are motivated by a common interest in expanding their proficiency, participation, and competition in a specific sport.

OBJECTIVES

The Sport Club program is designed to provide participants the following opportunities:

- 1) To learn sport skills and develop leadership skills.
- 2) To develop individual potential in a given sport or activity.
- 3) To contribute to an individual's physical and mental fitness.
- 4) To develop a sense of camaraderie and understanding between individuals and groups through sport and recreational activity.
- 5) To participate in structured competition in a given sport or activity with other colleges, universities, and amateur clubs.
- 6) To develop organizational and administrative skills including program planning, delegation of responsibility and authority; fund raising, financial management, and public relations.

II. JUDICIAL COMMITTEE

All club officers, members, coaches, and advisors are required to adhere to all Sport Clubs and Student Leadership and Development policies and procedures as stated in this manual, the club and organization manual. Failure to comply with rules contained within this document may result in disciplinary action.

Investigations of alleged disciplinary cases may be authorized as the result of a complaint filed by an individual, team, or official police report. The Sport Clubs Coordinator will review each case individually.

Discipline Procedures on Inappropriate Conduct or Behavior

- A. Any and all complaints should be addressed to the Sport Clubs Coordinator and filed with the SRFC Office within 14 days of the event.
- B. The Sport Clubs Coordinator will make every effort to resolve any and all complaints or disputes informally.
- C. Failing informal solution, the Sport Clubs Coordinator may hold a formal hearing to seek resolution of complaints and/or disputes.
 - a. The Coordinator shall inform the affected parties of complaint(s) and both sides have the option of submitted written documents.

APPEALS PROCESS

If either the sport club team that was subject to the discipline or SRFC is not satisfied with the ruling issued by the Coordinator, either side may appeal that ruling by submitting a written appeal to the Director, within forty-eight (48) hours of receiving the written ruling from the Coordinator.

The appeals process includes the following steps when the club is unsatisfied with the sanction:

1. Review by Sport Clubs Coordinator
2. Review by Recreational Sports Director

III. REQUIREMENTS AND GUIDELINES

Due to the legal concerns involved in the recognition of these Sport Clubs, these Requirements and Guidelines have been established to ensure that the interests of club members and officers, as well as the University, are protected. It is vital that these Requirements and Guidelines be adhered to strictly in order to maintain this protection. Note that ALL forms must be completed prior to practice and/or competition. Sport Clubs must be in compliance with these Requirements and Guidelines or be subject to punitive measures including but not limited to: suspension/loss of funds/facilities or loss of University recognition.

REQUIREMENTS FOR NEW AND RETURNING CLUBS

1. The Sport Clubs must be officially registered with the office of **Student Leadership and Development** on a continuing basis. Suspended clubs are ineligible for funds and participation.
 - a. Registration papers must be updated upon any change of officers.
 - b. The attendance to an annual "Clubs and Organization Workshop" is mandatory.
 - c. A Club Constitution is required, unless the organization is recognized as a University Service Organization.
 - d. A faculty/staff advisor is required, unless other arrangements are approved by SRFC.
2. All members must complete the **Sport Clubs Registration and Waiver of Liability** form prior to participation at The Membership Services Desk.
3. All members participating in any physical activity (including but not limited to practices, lessons, competition, and travel) must show evidence of **primary health insurance coverage** if available prior to that participation. Membership is available to currently enrolled CSUSB students, faculty, and staff. (Please refer to "membership & eligibility.") All athletes are also required to meet the eligibility standards of their sports' respective governing body.
4. The Sport Clubs must maintain an **official roster** with Sport Clubs Coordinator. (New members must be added prior to becoming eligible.)
5. For **ALL** Sport clubs, competition on an "extramural" basis is required. Such competition must be primarily against other collegiate club teams and the Sport Clubs must be affiliated with a recognized collegiate league in that sport.
6. All publicity releases, flyers, etc. must meet University regulations. (Please refer to the Club Handbook).
7. All financial obligations of the Club must be met in a timely manner.
8. Each Sport Club must have a representative at all Sport Club Council meetings.
9. The Sport Club President must meet bi-monthly with the Sport Clubs Coordinator or Supervisor.

CLUB & PARTICIPANT GUIDELINES

1. Each Sport Club is responsible for ensuring that eligibility requirements/guidelines are followed for any league/conference with which it is affiliated and/or eligible by the requirements set by the SRFC.
2. Intercollegiate (varsity) athletes having won athletic awards from any College/University are limited by the rules and policies governing the league(s) in which the Sport Club participates.
3. Once a week, check the club mailboxes located in the Student Leadership and Development office.
4. To reserve a facility, contact the Sport Club Coordinator. Facility reservation requests should be made as early as possible to ensure availability. Complete season schedules should be given to the Sport Club Coordinator on the assigned due dates.
5. Submit updated **Club Roster Form** and **Waivers** prior to any competition. In addition, each participant must sign the **conduct contract** for the team.
6. Report accidents/injuries, which occur during club activities immediately by calling the Sport Clubs Coordinator and by submitting an **Accident Report Form** within 24 hours.

MEMBERSHIP & ELIGIBILITY

Participation in a Sport Club is voluntary. Membership in the CSUSB Sport Clubs Program is open to currently enrolled CSUSB students, faculty, and staff. **Other non-students are not eligible for sport club membership. Those students enrolled in “extended learning” courses are not eligible for membership.**

Sport Club membership is categorized in the following manner:

1. Student members are members who have full membership privileges, which entitle them to the following:
 - A. Participating in practices, competitions, meetings, and social events.
 - B. Holding any office in the club.
 - C. Voting on club matters.
 - D. Controlling club finances.
 - E. Reserving University facilities.
 - F. Representing the club to the University.
 - G. Soliciting funds on behalf of the club.
 - H. Applying for sport club status.
2. Associate members are faculty, and staff, who have limited privileges, which allow for participation in practices, competitions (where allowed by league rules), meetings, and social events, but disallow them from the rights and privileges described in B-H above.
3. These privileges may be limited if the member is not in good standing with the club.

POLICY ON DISCRIMINATION

Each club will determine its own membership rules. However, no student may be discriminated against by any student organization such as a sport club for reasons of race, color, national origin, religion, gender, sexual orientation, physical or mental handicap or age.

ATHLETE & TEAM CONDUCT

Individuals and/or clubs may not participate in sport club activities while an appeal is pending.

Sport club members and teams should conduct themselves in a positive manner as to reflect credit upon their club, and California State University, San Bernardino. Club members should show proper decorum on and off the field, at home or traveling. Members should treat others with courtesy and respect. Please remember that what you do as a club reflects upon us all. Actions not outlined below, that are reported which may not be in the best interest of the Sport Club Program, or the University will be referred to the Sport Clubs Coordinator for disciplinary action.

It is important to remember that individual conduct reflects upon the club, the Sport Clubs program, and California State University, San Bernardino. While individuals have a responsibility to act in accordance with established guidelines concerning University conduct, sport clubs bear sole responsibility for the actions of their members.

The following actions by an individual or team will result in at least a *TWO-WEEK SUSPENSION* from all competitions and practices:

ALCOHOL/ILLEGAL DRUGS: Sport club student-athlete(s) must always be alcohol and drug free when involved in any way with a sport club team event or function by abstaining from consuming alcohol or illegal drugs or of being under the influence of any intoxicating or illegal drugs. No member of a team may be in possession of alcohol or illegal drugs immediately before, during or after a practice or competition. No alcoholic beverages are allowed to be consumed by anyone affiliated with a sport club on probation during any competition or campus event.

DISTURBING THE PEACE WHILE TRAVELING: Sport club student-athletes, who are traveling to or from a competition, practice, meeting or other club event shall at all times conduct themselves in a lawful manner, shall abide by applicable rules, regulations and posted notices, and shall not disturb the peace.

OFFENSIVE WORDS & ACTIONS: Harassment and/or hazing of competitors, teammates, officials and/ or University personnel is not in keeping with the standards of good sportsmanship and is strictly prohibited. Club team members should refrain from any demeaning activity or behavior that might cause emotional, psychological or physical harm to an individual or compromise the dignity of an individual. When a sport club team travels to a competition, whether or not it includes an overnight stay, team members shall act with proper decorum and shall not threaten third parties in an offensive or degrading manner that could cause emotional, psychological or physical harm to an individual or which may compromise the dignity of such an individual.

DISORDERLY CONDUCT: Sport club student-athletes should refrain from engaging in any unruly behavior during any competition, practice, meeting or other club event, or while traveling to or from any of these activities. Examples of inappropriate unruly behavior include, but are not limited to vandalism, spitting, yelling, fighting, or a violation of any local ordinances, rules and/or regulations where any club event or activity may take place. Clubs shall at all times operate in conformance with applicable rules or regulations of any conference, association or governing authority.

FIGHTING: Student athletes who engage in brawling, fisticuffs, striking another person in a combative manner, throwing a punch, kicking an individual, and/or retaliating against an aggressor immediately before or after a contest is expressly prohibited. EXCEPTION: WHILE ON THE PLAYING FIELD, CALLING AND ENFORCING PENALTIES WILL BE THE RESPONSIBILITY OF THE GAME REFEREE OR OFFICIAL AND UNLESS A VIOLATION OF THESE RULES OF CONDUCT, WILL NOT RESULT IN VIOLATION.

FIGHTING WITH STAFF: Any member of a club on probation that is in violation of fighting above, involving an A.S. staff member, while on-duty, shall have violated probation and will be individually suspended for a period of no less than two years. SRFC staff and CSUSB employees are State employees and it is a Federal offence to strike, spit on, or threaten them with a weapon.

SRFC SUSPENSION: An individual who is suspended from the SRFC will also be suspended from all Sport Clubs participation.

ALCOHOL: The following guidelines are the minimum requirements for Sport Club participants to follow when representing Cal State San Bernardino and the Sport Club to which they belong. Visitors to Cal State San Bernardino must also follow these guidelines so all efforts should be made by the club to inform its visitors. These guidelines help to ensure that neither the club nor its club members find themselves in indefensible situations. Violations to the University and Sport Clubs policy will be sanctioned on an individual case basis.

The possession, use, and/or consumption of alcoholic beverages while on University premises, during official club events, or in any situation sponsored or endorsed by a club must be in compliance with all applicable laws of the University, county, and state. No alcoholic beverages may be purchased with state funds, nor may the purchase; if for members be undertaken or coordinated by any member in the name of or on behalf of the club. The purchase and/or use of a bulk quantity of alcoholic beverages, e.g., kegs or trash can punch, is prohibited. No club members, collectively or individually, may purchase for, serve, or sell to any minor (anyone under the legal drinking age) any

alcoholic beverage. In all instances where alcohol will be made available on a B.Y.O.B. basis, it must be done with appropriate safeguards to protect against underage or immoderate drinking. Open parties on behalf of your club, meaning those socials with unrestricted access by non-club members with out specific invitation, are prohibited. No member may permit, tolerate, encourage, or participate in drinking games at any club social activity. No alcohol may be present at any sport club activity or program. Social functions must be clearly defined and removed from athletic functions. An appropriate number of designated drivers must be provided for each activity where alcohol will be provided. No club may sponsor, co-sponsor, co-host, or co-finance any social function where the above guidelines are not followed. Adequate food and alternate drinks must be available throughout the function.

HAZING: Sport Clubs will not participate in any type of hazing as defined as any intentional, knowing, or reckless act, occurring on or off the CSUSB campus, by one person alone or acting with other, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging or being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include CSUSB students.

SEXUAL HARASSMENT: Sexual harassment is defined as any unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature. In the event a club member is uncomfortable with the advances of University staff or faculty, coaches or fellow students, the Sport Club Coordinator, SRFC Sports Director or the General Manager of Associated Students should be notified immediately. Strict confidentiality will be kept in all cases.

PROCEDURES REGARDING DISCIPLINE/HEARING:

Notification Regarding Discipline: Members of SRFC staff shall have the right to issue discipline regarding violation of these Rules. The discipline will either be directed toward the individual student-athlete who is believed to have violated these Rules and/or to the team as a whole, if there is a belief that the team participated in, sanctioned, condoned, ratified, or failed to deal promptly and appropriately with the inappropriate conduct.

Hearing Regarding Discipline: Each club team on probation acknowledges that its rights to dispute a suspension arising out of a violation of these Rules of Conduct are limited to a hearing of the Recreational Sport Clubs Coordinator, called in response to the suspension. Questions related to possible discipline or any potential probationary violations should be brought to the attention of SRFC Sport Club staff immediately. Any challenge to the discipline being imposed by SRFC staff in relation to claimed violation of these Rules of Conduct must be submitted within forty-eight (48) hours of the time when the sport club team receives written notice of the discipline. The sport club team must submit a written request for a hearing regarding the discipline to be heard by the Sport Clubs Coordinator. The Sport Clubs Coordinator shall issue a written ruling within one (1) week of the completion of the hearing. To appeal a suspension, see "Appeals".

PROBATIONARY GUIDELINES

Clubs that are put on probation will be subjected to further controls during their suspension to make sure they are guiding themselves accordingly. Any clubs on probation that violate the stated Probationary Guidelines will face further action taken by the Judicial Committee.

SRFC Sport Club teams on probation are required to conduct themselves in a manner that brings honor to Recreational Sports and Cal State San Bernardino at all times. Violation of probationary guidelines will cause a club to be immediately suspended pending a hearing of the Sport Clubs Coordinator. Violation of any rules outlined in the Sport Clubs Manual will continue to be enforced.

Any violation as determined by SRFC staff will be considered a violation of probation and will include an immediate suspension. Probationary Guidelines include, but are not limited to, the examples outlined below.

STANDARDS OF CONDUCT: Student-athletes assume an obligation to conduct themselves in a manner compatible with CSUSB's function as an educational institution. When individuals agree to participate in the sport clubs program, the person indicates, by their registration as a student-athlete, that they agree to act morally, cooperate with staff and display sportsmanship-like behavior while representing SRFC with pride.

ALCOHOL/ILLEGAL DRUGS: Sport club student-athlete(s) must always be alcohol and drug free. All sport club student-athletes must abstain from consuming alcohol or illegal drugs or of being under the influence of any intoxicating or illegal drugs during all sport club functions. It is a violation for any individual or member of a team to be in possession of alcohol immediately before, during or after a practice or competition. No alcoholic beverage is allowed during any competition or campus event. Team functions may not have any alcoholic drink, wine, or illegal drugs present.

SAFETY OF OTHERS: All sport club student-athletes are required to exercise good judgment in care and safety of other participants as well as themselves. All student-athletes must show proper decorum during all club functions. Student-athletes and representatives of the club should treat others with courtesy and respect.

DISTURBING THE PEACE WHILE TRAVELING: Sport club student-athlete, who are traveling with two or more student-athletes, whether representing a club or not, shall not disturb the peace while traveling to or from a competition.

OFFENSIVE WORDS & ACTIONS: Use of obscenity, insulting language, swearing or profanity is prohibited. Harassment and/or hazing of competitors, teammates, and A.S. or University personnel are prohibited. Such actions could include, but are not limited to any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual or might degrade or otherwise compromise the dignity of an individual.

DISORDERLY CONDUCT: Sport Club student-athletes must refrain from acting unruly while representing the club. Examples include, but are not limited to: vandalism, spitting, yelling, fighting, or violating local rules and regulations within any facility. Clubs shall not violate conference rules and regulations.

COOPERATION: Members of clubs on-probation and sport club staff agree to treat each other with respect, courtesy and good faith. Unsubstantiated or emotional comments or threats of lawsuits shall not be allowed.

FIGHTING: Student athletes who, in the judgment of the on-site event manager, engage in an attempt to fight (strikes a person in a combative manner, throws a punch, kicks an individual, and/or retaliates against an aggressor) immediately before or after a contest, shall have violated probation. **EXCEPTION: WHILE ON THE PLAYING FIELD, PENALTIES WILL BE THE RESPONSIBILITY OF THE GAME REFEREE OR OFFICIAL.**

FIGHTING WITH STAFF: Any member of a club on probation that attempts to fight (see above definition) with an SRFC staff member, while on-duty, shall have violated probation and will be individually suspended for a period of no less than two * years (730 days).

DISCIPLINE: As outlined in campus regulations and policies, student-athletes are subject to the possibility of official CSUSB Judicial Proceedings and punishment from any Law Enforcement officials if they threaten and/or abuse staff, opponents and/or another participant while on or off-campus.

DESTRUCTION OF PROPERTY: An individual or team, who is reported to have destroyed property while traveling to or from a competition, or during a practice or competition at home, will have violated probation.

ILLEGAL ACTIVITY: Any sport club student-athlete, who is arrested by campus, local or federal law enforcement officials, will be immediately suspended.

COMMUNICATION: At least one (1) representative must attend all regularly scheduled Sport Club meetings. The club is responsible to inform all participants of the perimeters of probation operating procedures of the club. This includes transferring the sport club manual to his or her successor and making sure they become familiar with it. Club leaders must inform the program staff of any and all officers' address and phone number changes during the year. Leaders must get advance approval for competition, practice schedules and facility usage.

TRAVEL: No one other than those registered with SRFC for the current season are allowed to travel with the team. Violation of this rule will result in immediate suspension. NO EXCEPTIONS.

DISPUTE: Each team on probation gives up the right to dispute their suspension until a hearing of the judicial sub-committee is called related to suspension. A valid dispute must concern either a misapplication or misinterpretation of the policies outlined herein. Questions related to possible discipline or any potential probationary violations should be brought to the attention of the SRFC sport club staff immediately.

APPEALS: Ignorance of probationary guidelines is not a valid excuse for an appeal. A written appeal of a decision relating to probation must be submitted within 48 hours of notification. Appeal letters should be delivered to the sport club staff, who shall forward all appropriate requests to the Director of Recreational Sports.

IV. INSURANCE

CSUSB Recreational Sports pays for Basic Athletic Injury Insurance for Sport Clubs. This insurance covers the members of the sport clubs during club related activities.

RENTAL VEHICLES

GENERAL: When purchasing a rental vehicle you must also purchase a loss damage waiver. The renting party (you) will be responsible to show the renting agency (the rental company) their proof of insurance. The renting party's insurance would be primary, but because the SRFC Sport Club Program requires the renting party to purchase the loss damage waiver, the renting agencies insurance will become the primary insurance policy.

14-15 PASSENGER VEHICLES: Due to safety concerns, rental of 14 or 15 passenger vans will NOT be approved. The largest van available for approval will be a 12 passenger.

SECOND ACCIDENT INSURANCE POLICY

All members of a sport club participating in regularly scheduled practices and games are expected to have their own secondary accident insurance policy. This policy is to cover what the student's parent's primary insurance does not cover the entire bill or there is no applicable accident and health insurance coverage.

Exclusion or failure to provide accurate insurance information will result in the non-payment of medical bills received as a result of sport club participation, and may result in expulsion from the team.

In order to access the policy:

- 1)** An injury/accident report form must be filled out with the Sport Clubs Coordinator. No claims can be processed without this form.
- 2)** Athletes must process all medical bills through their insurance providers.
- 3)** After their insurance providers have paid the bills, bring the bills, along with Explanations of Benefits from the insurance providers to the Recreational Sports Club Coordinator.

V. TRAVEL

Each sport club is responsible for its mode of transportation to and from club activities. The SRFC is not responsible for arranging carpools. Participants have the sole responsibility to arrange travel accommodations. Each club must assume primary responsibility for associated costs. At the start of each year, season or quarter, all clubs must submit an Anticipated Travel Schedule. Travel includes transportation to "home" facilities when not located on the California State University, San Bernardino campus. Anticipated Travel Schedule includes a list of all practices, home and away matches, tournaments, fundraisers, appearances, performances and special events. Any schedule change must be submitted to the Sport Clubs Coordinator prior to travel for that event.

At least five business days prior to each scheduled sport club trip, a team Trip Request/Approval Form and Travel Roster/Itinerary Form must be submitted to the SRFC Office. Changes may be made up to forty-eight hours in advance of departure time. It is the responsibility of the person in charge to contact the Sport Club Coordinator of any changes. This must be done 48 hours prior to departure. **NO EXCEPTIONS.**

It is the responsibility of the Trip Leader to submit these forms at least five business days in advance to the Sport Clubs Coordinator and ensure individuals listed on the team Travel Roster/Itinerary form are members and have completed all necessary forms. Submittal does not warrant automatic approval. The Sport Clubs Coordinator must authorize the team travel. Caravanning is strongly suggested when traveling and the person in charge must travel with the main party.

If the club advisor/coach is not able to travel with the club on a trip, then he/she must delegate his/her authority to a "Trip Leader". This individual must be a registered club officer and listed as the "trip leader" on the team travel form. Responsibilities of "trip leader" include:

- a. Pre-Trip
 1. Sign "Trip Leader Agreement"
 2. Ensure "Trip Approval Packet" is filled out and submitted to the Trip Administrator at least 5 business days before the trip
 3. Have current First Aid/CPR certification
 4. Obtain a "Trip Kit" from the Trip Administrator
 5. Submit a Final Roster to Trip Administrator before departure

b. During Trip

1. Ensure caravans stay in touch
2. Delegate safety responsibilities to at least one person in each car to respond in case of emergency.
3. Enforce driver changes and rest stops
4. Enforce behavior guidelines and alcohol/drug policies
5. In the event of an emergency, implement the Emergency Procedures

c. Post Trip

1. Contact Trip Administrator upon arrival back on campus
2. Complete Trip and Accident Report Forms (when applicable)
3. Return Trip Kit to Trip Administrator

▲ If a team is not approved to travel, the President will receive a Sport Clubs Travel Request Denial Form five days prior to their travel date. A copy of this form will be placed in the team mailbox and another copy will be sent to the President's address.

▲ If a team travels without approval, the team will automatically be suspended.

▲ If a team travels while on a travel suspension, the Recreational Sport Clubs Coordinator will be called to issue sanctions. To appeal a suspension, see Appeals Process.

Failure to submit required forms on time constitutes an infraction of Sport Clubs policy.

1. First Offense
 - If the violation is a club's first during the current academic year and the club is not under probation from the violations committed the preceding year, the following steps can be taken:
 - Written or verbal reprimand.
 - Club is placed on probation for designated period of time or until the club corrects the situation.
2. Two or more Offenses
 - The Judicial Committee will meet with the club's representatives to have the offenses heard and penalties assessed.

PROCEDURES FOR APPROVED TRAVEL

1. Trip Leader submits Trip Request/Approval Form to Sport Clubs Supervisor
2. Driver(s) submits Driver Approval Packet to Sport Clubs Supervisor (once a year)
3. Sport Clubs Coordinator approves or rejects the trip and/or vehicles

RISK MANAGEMENT FOR TRAVEL

▲ Clubs cannot drive for over 14 hours in any given 24-hour period. The majority of the hours must be during daylight.

▲ Clubs may not depart after 4 pm for trips exceeding 8 hours.

▲ Drivers must be at least 18 years old.

▲ Vehicles may not be overloaded; there should be one seat belt per person.

▲ If a breakdown occurs, the Recreational Sports Sport Club Coordinator should be contacted immediately.

▲ When towing a trailer or using a cargo rack, vehicle speeds must be reduced, especially in heavy traffic. Check all lights and hitches prior to departing.

▲ No alcoholic beverages are allowed in vehicles at any time. All drivers must have refrained from drinking for at least 12 hours before a trip departure.

▲ A first aid kit must be taken for the trip.

AUTOMOBILE INSURANCE

Before using a privately owned vehicle for sport club business/travel, sport club athletes who wish to drive must complete a Sport Clubs Driver/Insurance Form. State law requires the owner to possess the following liability insurance:

1. \$15,000 per personal injury to, or death of, one person
2. \$30,000 for personal injury to two or more persons in one accident
3. \$5,000 for property damage

The SRFC Office requires proof of valid insurance coverage required by law. Additionally, the driver must meet safe driving requirements, which will be checked by the SRFC Office from each driver's DMV record/report.

AIR TRAVEL

Air travel arrangements for all teams, persons in groups, and on-campus organizations are subject to State regulations. Such groups may travel only on regular commercial air carriers approved by the State. When traveling by air, the carrier, flight numbers and dates of departure and arrival must be listed on the Travel Itinerary/Roster Form.

VI. RESPONSIBILITIES OF SPORT CLUB OFFICERS, COACH, ADVISOR & COORDINATOR

PRESIDENT

As president, you are responsible for the administration of the club. You are also responsible for delegating those tasks to other officers. Far too often the President ends up doing everything for the club because others have not completed their assigned tasks. It is not your job to do everything yourself. Use your position as a leader to encourage others to accomplish tasks. Give rewards and words of encouragement when your officers accomplish their tasks and exceed expectations. This position can be difficult and sometimes it feels like you're doing everything and nobody else is helping. Just remember that it's not a sign of weakness to ask for help; it is a sign of weakness to try and do everything yourself and do nothing well.

- Follow the regulations as stipulated in the Sport Club Manual and the Club Handbook, and inform all members of policy and procedures.
- Attend all scheduled meetings called by the Recreational Sports Department, or designate a representative from your club to attend all Sport Club Meetings. Failure to attend three or more meetings may result in suspension of Sport Club status.
- Communicate all appropriate club activities with staff.
- Have each club member complete an Athlete Information Form, Athlete Medical History Form, and sign up as a member.
- Check the club mailboxes at least once a week.
- Ensure that the club budget is kept up-to-date and is spent properly within budget limitations.
- Become familiar with the Accident Report Form and procedures. Forms must be completed immediately and returned to the **Recreational Sports Sport Club Coordinator within 24 hours of the injury**. Forms are available with the Sport Clubs Coordinator.
- Inform the next club President of all operating procedures of the club. This includes transferring this manual to your successor and making sure he/she becomes familiar with it.
- Inform the Recreational Sports Sport Club Coordinator of any and all officers' address and phone number changes during the year.
- Get advance approval for competition and practice schedules.
- Coordinate facility usage with the Sport Club Coordinator.

- Meet regularly with the Recreational Sports Sport Club Coordinator to go over current club events and upcoming activities.
- Submit athlete eligibility checks to the Recreational Sports Sport Club Coordinator at least three weeks before conference deadlines.
- Enforce conference rules and regulations; make the Recreational Sports Sport Club Coordinator aware of these standards.

VICE PRESIDENT

Many people think that the Vice President doesn't do anything, a figurehead with very few duties. In some clubs this would be correct, because the President assumes all responsibilities. However, the V.P. is not a position for sitting back and letting the President make all key decisions. It is the Vice President's job to work with the other officers to ensure that the team's tasks are getting done and goals are met. Work toward balancing out what you like to do with what needs to happen. You are just as responsible for your team's success as the President.

- Work closely with the President in coordinating organization activities.
- Preside over team meetings and business during the President's absence.
- Assume all duties of President in the event the President cannot complete his/her term.
- Complete any responsibilities assigned by the President.

TREASURER

While it is not necessarily up to you as the Treasurer to build an investment portfolio or secure a large donation from a corporate sponsor, it is your responsibility to correctly handle the team's money. Your team needs money to compete and you need to have a good handle on your finances. Work with the other officers to make sure that your team has enough money to meet the goals of your club. This might mean simply managing the budget allocated to you, or organizing fundraisers to meet your financial goals. As Treasurer you should always keep accurate records of checks paid and deposits made. This way your club knows how much money you have. If you can balance a checkbook, you can balance the team's account. All it takes is keeping up with transactions and saving receipts.

- Keeping budget and account records up-to-date.
- Collect dues.
- Maintain documentation of expenditures and receipts.
- Ensure all club financial obligations are met.
- Work with officers in budget preparation and submittal.
- Oversee fund-raising activities.
- Complete any responsibilities assigned by the President.

SECRETARY

Work on publicity for the club by making and posting fliers, or sending out letters to sponsors. He/She should also keep accurate records of competition for the club.

- Conducting correspondence for the team.
- Update the team roster.
- Circulate publicity information about the team.
- Oversee the handling and submitting of required forms and paperwork.
- Record and circulate the minutes of team meetings.
- Complete any responsibilities assigned by the President.

COACH

Sport Clubs are student-run; each must decide how to coach the team. Some Presidents act as their team's coach, while other clubs have an independent non-participant coach. As a coach, you raise funds, etc. Coaches should focus on the physical aspects of their sport, rather than the business of the club.

The coach should restrict his/her contributions to coaching and should minimize active involvement in club management. A sport club is first and foremost a student organization and, as such, the student representative must serve as the liaison between the club and the staff, not the coach. The philosophy to the success of the Sport Club Program has been the continued emphasis placed on student leadership and participation.

The coach shall not solicit money from any source or purchase, rent, or commit anything in the name of the Associated Students or the University without the approval of the professional staff.

The coach is required to maintain current certification in American Red Cross Standard First Aid, CPR, AED and complete a Sport Clubs Coach/Instructor's Agreement.

Develop and improve skills of club members and assist club officers in scheduling practices and games.

Develop and employ safety at practices for all participants including the inspection of sport gear and the reporting of any hazardous facility conditions.

Attend competitions and practices while promoting good sportsmanship and conduct on and off the field.

The coach is responsible and accountable to Associated Students of CSUSB and their respective team.

FACULTY/STAFF ADVISOR

The duties of the faculty/staff advisory are to encourage positive interaction between both teaching and administrative staff and students involved in student organizations. Every student organization is required to have a faculty advisor, unless otherwise approved by SRFC.

The advisor is an important aspect of the Sport Club program. Acting in an advisory capacity, this person is not to assume leadership of the organization, but is encouraged to work closely with the officers and to offer input into the organization. His/Her role is to lend experience in helping each team mature and reach its full potential. A good advisor will provide continuity in a team's program by bridging the gap in student changes from year-to-year and supply knowledge of University policies.

Be knowledgeable on the policies and procedures for student organizations (contained in the Club and Organization Manual) and ensure that the student leaders of the organization are also informed of these policies.

- Attend club meetings whenever possible.
- Assist members and officers in organization and in planning projects.
- Advise in budget preparation and monitoring.
- Serve as an information source and as a liaison between the club and University.
- Assist in development of goals and objectives.
- Provide guidance, leadership and general direction.
- Complete a Sport Club Advisor Form.

RECREATIONAL SPORT CLUBS COORDINATOR

The Sport Clubs Coordinator serves as an advisor and resource available to assist sport clubs in conducting their business. Acting as a liaison between the clubs and the University, the Sport Clubs Coordinator is responsible to the SRFC Director. Located in the offices in the SRFC, the Sport Clubs Coordinator maintains records of participants, schedules, and results of programs and competitions; administers the Sport Clubs budgets and insurance claims; promotes and advertises the Sport Club Program; and assists each sport club with the planning and implementation of events, tournaments, and matches.

The Sport Clubs Coordinator shall also provide support to the clubs with improved communication through email and phone calls and also assists with club travel plans. Additional administrative duties include follow up with accidents and incidents, maintaining Chair and Vice Chair, representing the Sport Club Council during all Advisory Board Meetings; and reporting to the Sport Clubs Council any and all action taken during the Advisory Board Meetings. He/She will also work to promote the Sport Clubs through campus wide marketing and publicity, as well as assisting the clubs with the development of budgets.

CSUSB SPORT CLUBS
ACCIDENT or INJURY PROCEDURES

MINOR INJURY: (Requiring no special or emergency help, victim is able to take care of himself/herself)

- Log into injury/accident folder

MAJOR INJURY: (Requiring first aid or emergency/hospital assistance)

On-Campus Practice or Competition

- Administer First Aid if you are qualified and able.
- Get to a phone - Dial Ext. 911 - Campus Police.
- State your name, location of the accident and what is needed, i.e. ambulance service, etc.
- Have someone meet emergency vehicle or police vehicle and take them to the injured person.
- Fill out Accident Report in the injury/accident folder and turn in to Sport Club Coordinator the first school day following the accident.
- If you are not trained in first-aid, do not attempt to move or treat the injured party. Keep the victim still, don't leave the victim alone, and send someone to contact help.

Off-Campus at a Practice or Competition:

If trainer is on site at time of accident or injury let the trainer handles the situation. If there is no student trainer, designate someone to make a phone call and get help i.e. ambulance service or drive the victim to the hospital. Under no circumstances should you attempt to move an unconscious victim, or a victim that may have suffered a spinal cord injury. The best action to take is to remain calm and keep the injured person still. Please note: It is imperative to be familiar with the staff at off-site practice locations and to be familiar with their emergency procedures. Make certain you follow up with victim and have him/her seek a follow-up at the CSUSB Health Center or the athlete's physician as soon as possible. On site, fill out accident form and turn in to Sport Clubs Coordinator the first school day following the accident.

TRAVELING:

- In case of an injury accident,
- Administer first aid if you are qualified and able.
- Call 911, and notify the proper authorities.
- Remain with the vehicle and the injured parties until the police arrive.
- If you are not trained in first-aid, do not attempt to move or treat the injured party. Keep the victim still, don't leave the victim alone, and send someone to contact help. In case of an injury accident while traveling;
- If the vehicle is a rental, make sure the rental agency is notified as soon as possible.
- As soon as possible notify the Sport Clubs Coordinator regarding the incident. In case of an emergency, on weekends or after 5:00pm contact the Sport Clubs Coordinator on his/her cell phone.
- Fill out Accident Report in the injury/accident folder and turn in to Sport Clubs Coordinator the first school day following the accident.
- REMEMBER: All Sport Club athletes should be aware of their personal medical insurance company, the policy holder's name and the policy number in case of emergencies and/or accidents. This information is required prior to treatment in many instances!

**CSUSB SPORT CLUB
TRAVEL ITINERARY/ROSTER**
(Application must be submitted 5 working days before date of trip)

Team: _____ Today's Date: _____

Team/Requestor: _____ Trip Purpose: _____

Coach-Cell Phone #: _____ Captain-Cell Phone #: _____

Destination: _____ Opponent (name): _____ Phone: _____

Departure Day: _____ Date: _____ Hour: _____

Return Day: _____ Date: _____ Hour (est): _____

Coaches accompanying team: _____

Route Club is traveling: _____

If overnight trip, list information of team location (Hotel, local resident):

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Method of Transportation?

Rental Vehicle/s

Private Vehicle/s

Other (explain)

Note: *All drivers of commercial or private vehicles must have the following minimum insurance coverage:*

\$ 15,000 - Personal injury to, or death of, one person

Plus

\$ 30,000 for injury to, or death of, two or more persons in one accident

Plus

\$ 5,000 for property damage

The driver of a vehicle assumes any and all responsibility for any and all moving and parking violations.

(Continued)

List the following information for each person traveling with team:

Last Name	First Name	Team Member	Coach Trainer	Driving?

****To drive for team events, Drivers **must** have the insurance coverage listed.**

As Coach/Team Administrator, I realize it is my responsibility to make sure all drivers are informed they assume full responsibility and liability for any moving and/or parking violations!

As Coach/Team Administrator, I also realize that I am responsible for the actions of the team and its members.

All members of the Sport Clubs travel party must be registered with the SRFC Office.

Note: By signing, I verify that the information supplied above is complete and correct; I also understand that travel is not approved until this form is signed below by the SC Coordinator and SRFC Director.

Signature of Requestor Date

Note: By signing, I approve this travel request

Sport Club Coordinator Signature Date

SPORT CLUB ROSTER

All Sport Clubs members who wish to participate must have, and present upon request, a CSUSB ID Card. Failure to present such ID upon request, may result in suspension of facility use privileges for the individual and/or Sports Club.

It is the responsibility of the Sport Club primary members to submit a Sport Club Roster and keep it current.

Club Name:	Academic Year: 20 - 20
------------	------------------------

Officers:

Last Name	First Name	Phone #	Student ID #

Non-officers:

Last Name	First Name	Student ID #

RESULTS REPORT

Name of competition/tournament: _____ Date of event: _____

Final Outcome
(Include other significant results if Tournament)

Expected Outcome:

Outstanding performances (individual & team):

Team History (Ours & Theirs):
(Rivalries, rankings, etc.)

Upsets/Diverse conditions/Significant happenings?

Outlook for the rest of the season?
(Include team goals, etc.)

League standing:

Other members to contact?

Form Completed by: _____

SPORT CLUBS PRESIDENT CONTRACT

My responsibilities include, but are not limited to the following:

- * Become familiar with all aspects of the Sport Clubs Manual.
- * Inform all team members and coaches of the policies and procedures contained within the Sport Clubs Manual and the Club and Organization Manual.
- * Attend all mandatory meetings called by the Sport Clubs Coordinator or Sport Clubs Supervisor.
- * Serve as official liaison between the team, the Sport Clubs Coordinator, the University, and the general public.
- Act as the OFFICIAL university representative on all matters if the team does not have a coach. This includes being the OFFICIAL university representative on all away contests and responsibility for the team's actions.
- * Advise the Sport Clubs Coordinator or Supervisor of all official team activities and unofficial team activities that may have ramifications upon the team, the program, SRFC, or the University.
- * Collect and submit accurate, complete Student Registration and Medical Forms. Review and update registration forms in a timely manner.
- * Review Budget Reports monthly and initiate action if appropriate.
- * Inform coaches and team members and opposing teams of 'field closures' in a timely manner and take appropriate action to cancel scheduled activities.
- * Submit to the Sport Clubs Coordinator or Supervisor for approval:
 - * Publicity and Promotion Requests
 - * Documentation of League/Association Affiliation
 - * Budget Proposals
 - * Fundraising Proposals
 - * One Time Facility Requests
 - * T-shirt designs
 - * Contest Schedules
 - * Travel Itinerary/Roster

I understand that any deviation, by myself, team coaches or team members from the policies and procedures contained within the Sport Clubs Manual and/or those pertinent policies and procedures of SRFC, the Office of Student Leadership and Development or CSUSB may result in disciplinary action against myself, the team coaches and/or team members.

By signing, I have read, understand, and accept the responsibilities outlined above.

Team President Signature: _____ Date: _____

Sport Clubs Supervisor: _____ Date: _____

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO RECREATIONAL SPORTS
ASSUMPTION OF RISK, WAIVER, AND RELEASE FROM LIABILITY**

In consideration of the use of the property, facilities, and/or services of the California State University, San Bernardino Recreation Sports (CSUSB Recreation Sports) or any AUXILARY ORGANIZATIONS as defined pursuant to California Education Code §89901 (Auxiliaries) participating or sponsoring recreational sports programs, including any travel related thereto, the undersigned agrees as follows:

1. RISK FACTORS. The undersigned understands and acknowledges that the use of equipment, facilities and services provided by CSUSB Recreation Sports programs (intramural, sport clubs, physical sports, weight and cardiovascular training, dance, aerobics, outdoor trips, swimming, and any other programs and services sponsored by CSUSB Recreational Sports or its associated Auxiliaries involves risks such as, but not limited to, the following which might result from the use of the equipment or facilities, from the activity itself, from the acts of others, or from the unavailability of emergency medical care: **RISK OF PROPERTY DAMAGE, BODILY INJURY, AND POSSIBLE DEATH.**

2. ASSUMPTION OF THE RISK. The undersigned **ASSUMES ALL RISKS THAT ARISE OUT OF THE USE OF THE PROPERTY, EQUIPMENT, SERVICES, OR FACILITIES, THE ACTIVITY ITSELF, THE ACT OF OTHERS, OR THE UNAVAILABILITY OF EMERGENCY CARE,** including but not limited to, those **RISK FACTORS** described in section 1 above.

3. ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES. The undersigned acknowledges reading and knowing all of the policies and procedures relating to the activities, facilities and/or equipment and understands that the safe and proper use of the facilities, equipment or participation in the activity is dependent upon carefully following such policies and procedures.

4. PREREQUISITE SKILLS AND TRAINING. The undersigned acknowledges that he or she has the requisite skills, qualifications, physical abilities and training necessary to properly and safely use the equipment and facilities and to participate in the activity itself. The undersigned agrees that if he or she has any questions as to what skills, qualifications or training is necessary to properly use the equipment, facility, or participate in the activity itself, then they shall direct such questions to the appropriate staff member on site.

ITEMS 1-4: Initials _____

5. RELEASE. The undersigned **RELEASES** the State of California, the trustees of the California State University, California State University, San Bernardino, the university's Auxiliary Organizations, the officers, employees and agents of each and agrees **NOT TO SUE** them on account of or in conjunction with any claims, causes of action, injuries, damage, or cost of expenses arising out of the activity, including those based on death, bodily injury or property damage whether or not caused by the acts, omissions or other fault of the parties being released.

6. WAIVER. The undersigned waives the protection afforded by any statute or law in any jurisdiction including California Code 1542 which states: "a general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

7. INDEMNIFY AND DEFEND. The undersigned agrees to **INDEMNIFY AND DEFEND** the State of California, the trustees of the California State University, California State University, San Bernardino, the university's Auxiliary Organizations, the officers, employees and agents (hereinafter jointly referred to as "indemnities") of each against, and hold them harmless from any or all claims, causes of action, damage judgments, cost or expenses, including attorney fees which in any way arise from the activity or this agreement and which include but are not limited to damages to or destruction of any property of the indemnities, of any others, injury or death to the undersigned or anyone else or any liability arising from the act or negligent act of the indemnities, the undersigned or anyone else.

ITEMS 5-7: Initials _____

8. PAY. The undersigned agrees to pay for any and all damages to any property or indemnities caused by the undersigned either negligently, willfully or otherwise.

9. REPRESENTATIVES. The undersigned enters into this agreement for him/herself, his/her heirs, assigns and legal representatives.

10. EMERGENCY TREATMENT CONSENT. The undersigned, as a participant in the subject activity, hereby consents to medical treatment in a medical emergency where the undersigned is unable to consent to such treatment.

11. INSURANCE. The undersigned understands that the California State University, San Bernardino and its Auxiliary Organizations do not carry participant insurance. The undersigned is encouraged to have a physical examination and purchase health insurance prior to any and all participation therein.

ITEMS 8-11: Initials _____

12. ACKNOWLEDGMENT. The undersigned has read and understands this agreement and realizes it relates to surrendering and releasing valuable legal rights and does so freely and voluntarily.

Initials _____

Signature: _____ Date: _____

STAFF Initials _____

CONSENT AND RELEASE ON BEHALF OF MINOR

I am the parent and/or guardian of the above named minor. I have read and understand the agreement involves surrendering valuable legal rights of the minor and myself. I agree to be bound by all terms of this agreement. I also give my consent to the participation in the activity of the minor.

Date: _____

Signature of Parent/Legal Guardian – Consent and Release on Behalf of the Minor

ATHLETE MEDICAL HISTORY

Club Name: _____
Name: _____ Student I.D. #: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Email Address: _____

Emergency Contact: _____ Relationship: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: _____

Health Insurance Company: _____ Policy #: _____
Group#: _____ Phone: _____
Mailing Address for Claims: _____

PLEASE ANSWER THE QUESTIONS BELOW TRUTHFULLY AND TO THE BEST OF YOUR ABILITY.

- Yes No Do you have any allergies to substances or medications?
If yes, please list: _____
- Yes No Have you been treated for diabetes?
- Yes No Have you experienced dizziness or headaches during athletic activity?
- Yes No Have you ever suffered from heat exhaustion or stroke?
- Yes No Have you ever been told you have a hernia?

HEAD AND NECK INJURIES

- Yes No Have you been unconscious or experienced a concussion?
If yes, give dates: _____
- Yes No If yes, were you required to stay overnight in a hospital?
Where and how long: _____
- Yes No Have you had a neck injury requiring a doctor's attention?
If yes, explain _____

EYES AND DENTAL

- Yes No Do you wear contact lenses?
- Yes No Do you wear any dental appliance?
If yes, explain _____

(Continued)

BONE AND JOINT

- Yes No Have you ever had a wrist/hand fracture or severe injury?
Yes No Have you experienced a severe sprain, dislocation, or fracture to either elbow?
Yes No Have you had a shoulder dislocation, separation, or other shoulder injury?
Yes No Have you had knee arthroscopy or surgery? Other injuries to your knees?
If yes, please list _____
Yes No Do you wear a knee brace?
If yes, who prescribed it? _____
Yes No Have you experienced a severe ankle sprain or surgery to your foot or ankle?
Yes No Have you had an injury to your upper or lower back?
Yes No Do you experience pain in your back? [] Seldom [] Occasionally [] Frequently
Yes No Do you wear orthotics?
If yes, why? _____
If yes, who prescribed them? _____

GENERAL

- Yes No Have you had any operations in the past 4 years? (Other than those that may be listed above)
If yes, explain in detail _____

Yes No Are you currently on prescribed medication?
If yes, indicate drug and dosage _____
If yes, what is the prescribing doctor's name? _____
If yes, why it was prescribed _____
Yes No Are you currently under the care of a physician?
If yes, length of time _____
If yes, give reason for care _____

By signing, I have read and answered all of the above questions completely and truthfully to the best of my knowledge.

Signature Date