# 2012 Sport Clubs 2013 Annual Registration Guide

## WELCOME CLUB OFFICERS!

Welcome back for another great year! A lot of time has been spent this summer developing and revising various aspects of campus rec in an effort to continuing to grow and improve the sport club program. What's new for 2012-13:

* **New fee funding to support continued growth of Campus Rec**
* **The addition of Nordic Ski and Golf Elite sport clubs**
* **Student Activities moves to the new University Center**
* **Hamline welcomes its largest first year class of 540 new students**

What does all of this mean for sport clubs? One word, OPPORTUNITY! With additional funding, continued growth of our program, and so many new first year students, we are poised to have a landmark year!

### Campus Recreation Office

**Lamar Shingles –** Director of Campus Recreation
Anderson Center, Room 319B
651-523-2817
lshingles01@hamline.edu

### General Information

**Email** - sportclubs@hamline.edu
**Recreation Desk** - 651-523-2550 (Walker Fieldhouse Room 036)
**Website** - www.hamline.edu/campusrec (click on "Sport Clubs" links)

### IMPORTANT DATES (FALL 2012)

**Fall Semester Begins** - Wednesday, Sept. 5th

**All Org Training (Mandatory)** - Saturday, Sept 8th (1pm-4pm)

**Fall Student Org Fair** - Tuesday, Sept. 11th (4pm, Old Main Lawn)

**Individual Sport Club Meetings** - Must be scheduled with Lamar prior to Sept. 26th

**Completion of Registration Requirements -** Monday, Sept. 24th (5:00pm)

**Leadership Summit** - Sunday, September 30th (Time TBD)

**First Aid/CPR/AED Workshops**—Dates TBD

## Registration Checklist

- ☐ **Schedule individual sport club meeting with Lamar**
- ☐ **Obtain official copy of 2012-13 Sport Club Handbook**
- ☐ **Submit Sport Club Release, Waiver of Liability, Assumption of Risk and Indemnity Agreement Forms for each club member (prior to a members participation in any club activities)**
- ☐ **Have a minimum of 10 active club members**
- ☐ **Have appointed at least 3 club officers:**
  - **__ President**
  - **__ Vice President**
  - **__ Treasurer**
- ☐ **Submit updated Club Constitution**
- ☐ **Register (using online form) with the Office of Student Activities**
- ☐ **Submit Annual Activation Form**
- ☐ **Submit Budget Allocation Form**
- ☐ **Submit request(s) for facility space**
- ☐ **Request a table through Office of Student Activities for the Fall Org Fair**
- ☐ **Have at least 2 authorized drivers (if traveling)**
- ☐ **Have at least 1 First Aid/CPR/AED Certified member**
- ☐ **Submit Club Coach/Instructor Appointment Form***
- ☐ **Schedule meeting for coach/instructor with Lamar***

**For clubs with a coach or instructor only*

The 2012-13 Sport Clubs Handbook provides important information about all aspects of the Sport Club Program. Each officer is responsible for all information provided in the handbook and may be tested if deemed necessary. The handbooks will also be made available online.

All of the registration requirements listed on this page MUST be completed no later than **MONDAY, SEPTEMBER 24th @ 5:00PM** (unless otherwise noted), in order for your organization to be recognized as a sport club and to have any allocated funds released. Clubs that do not complete the registration process or do so late will face the possibility of a change in status, severe budgetary penalties, and/or termination from the Sport Clubs Program.