

Sport Club President's Meeting- Important Information

- **Mandatory Fall (COOL) Meetings-** must attend one of the following
 - o August 31 at 8 PM-Amelia Room
 - o September 6 at 8 PM-Lankford C
 - o September 7 at 8 PM-Amelia Room
 - o September 12 at 8 PM-Amelia Room
 - o September 15 at 8 PM-Amelia Room
 - o September 21 at 8 PM-Amelia Room
- **Travel Authorization Forms**
 - o Turn in 2 weeks in advance to Health and Fitness Center
 - o <http://www.longwood.edu/recreation/14073.htm>
 - o All drivers must stop by the Health and Fitness Center so that a copy of their driver's license can be kept on file
 - o If taking a Longwood University state vehicle contact your SCC representative for more information
- **Facility Reservation Request Forms**
 - o Turn in at least a week in advance to the Health and Fitness Center
 - o <http://www.longwood.edu/recreation/14073.htm>
- **Injury/Accident Report Forms**
 - o Please turn these in to the Health and Fitness Center promptly after each home or away game if needed
 - o <http://www.longwood.edu/recreation/14073.htm>
- **Club Paperwork**
 - o Waivers are due by Friday September 2, 2011
 - As more members join, please make sure a waiver for them is turned in asap
 - o Rosters are due by Friday September 2, 2011
 - Please email them to edmond.babineau@live.longwood.edu
 - As more members join, please make sure the roster is updated accordingly
 - Have an updated roster emailed to edmond.babineau@live.longwood.edu before the next President's meeting
 - o Please make sure at least one team member is CPR certified and have them stop by the Health and Fitness Center asap so we can make a copy of their card
- **Check Request Forms**
 - o Please turn in 2 weeks in advance to when payment is needed
 - Turn in SCC Payment Form
 - <http://www.longwood.edu/recreation/14073.htm>
 - Turn in verification that check is needed (i.e. invoice, receipts, etc.) with SCC Payment Form
 - Everything can be emailed (patrick.parker@live.longwood.edu) or turned into the Health and Fitness Center (make sure if turned into secretary you mention that it is for Sport Clubs)
 - We will only accept check requests from the President or Treasurer of each club
 - o Email patrick.parker@live.longwood.edu after you drop off a check request
- **Community Service**
 - o Each club must do one community service event
 - o At least 50% of the club must participate
 - o Email (chelsea.bradshaw@live.longwood.edu) your community service proposal one week in advance to the event or by the end of the semester so that it can be approved
- ****Next President's Meeting- Tuesday September 20, 2011****

