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The Student Involvement Office Club Sports Mission Statement

Ohio Wesleyan University and the Student Involvement Office (SIO) is dedicated to providing a variety of opportunities for those students who want to continue with physical activities as well as participating and/or competing in team or individual play. Ohio Wesleyan University encourages students to continue programs that develop healthy and long lasting life styles. Each club is run by students allowing them to develop leadership, organizing and team bonding skills.

General Overview

Students organize and run their clubs under the rules and regulations of The Student Involvement Office. A club sport is only eligible to participate and receive WCSA funding if they continue to be in Good Standing with the Student Involvement Office and follow all procedural responsibilities. Those clubs not in Good Standing are forbade from receiving any funding or recognition from the Student Involvement Office. Every club is ENcouraged to have an advisor/coach that is a full-time employee of Ohio Wesleyan University.

A MANDATORY meeting will be held at the beginning of each semester between each club and the Student Involvement Office for questions, review of policy, paperwork, and to collect schedules and rosters. All paperwork must be provided and approved prior to play.

Contact Information

Student Involvement Office
involveu@owu.edu
40 Roland Avenue
Hamilton-Williams Campus Center
Room 143

Student Involvement Office Manager
Mona Spalsbury
mkspalsb@owu.edu
740.368.3192

Athletic Facilities and Club Sport Liaison
Dustin Rudegeair
dsrudge@owu.edu
740.368.3792

Asst. Director of Student Involvement Office
Nancy Bihl Rutkowski
nbrutkow@owu.edu
740.368.3171
Code of Conduct

The Ohio Wesleyan University Club Sports program expects each student/player to maintain good sportsmanship and respect towards each other and visiting individuals or teams. Player conduct is a direct reflection upon the club sports program. In the spirit of competition, it is easy to be swept into bad behavior and unacceptable habits/language. Please be respectful to your team members, visiting individuals or team, referees and officials. You are showcasing Ohio Wesleyan University. Additionally, honor commitments to practices and games.

Sportsmanship: conduct (as fairness, respect for one's opponent, and graciousness in winning or losing) becoming to one participating in a sport.

The only way to prove you’re a good sport is to lose.
— Ernie Banks, baseball player

Hazing

Inappropriate behavior or unsportsmanlike conduct will not be tolerated and may be subject to disciplinary actions not only to the player but also to the team which could result in funding being revoked and/or dismissal of team/individual from Good Standing. Hazing Policy Ohio Wesleyan University desires to create and maintain an intellectual and educational atmosphere throughout the campus. The protection of health, safety, and welfare of members of the University community is essential to the educational mission of Ohio Wesleyan University; thus, hazing is prohibited.

Hazing is defined as any mental or physical requirement, request, or obligation placed upon any member or prospective member of an organization (varsity team, club sport, group, Greek chapter, etc.) by other members of that organization that causes or creates a substantial risk of: discomfort, pain, fright, disgrace, injury, personal degradation, or which violates any federal, state, local statute, or University policy.

Hazing is a crime. People and organizations that haze can face University sanctions, as well as criminal and civil charges. Charges of hazing can be filed not only against the person who committed the act, but witnesses to the incident, people with firsthand knowledge of the incident and individuals who were hazed. The president and officers of an organization, the advisor and/or any national headquarters could be liable. In addition to individual charges, organizational charges may be filed.

For additional information regarding the Ohio Wesleyan policy against hazing, please visit http://studentaffairs.owu.edu/pdfs/StudentHandbook.pdf

Health/Safety

Each student/player is responsible for their safety and the safety of their fellow students. Ohio Wesleyan University does not provide health insurance to cover participants during club sports unless a student has signed up for the school health insurance at the beginning of the school year. Each participant is responsible for their own health insurance coverage and assumes all liability for injuries and damages occurring as a result of participation in this activity. Each participant understands and acknowledges that the use of equipment and facilities provided by Ohio Wesleyan University and participation in Ohio Wesleyan University programs involve risk such as but not limited to the following: risk of property damage, bodily injury and possible death. These risks may result from the use of the equipment or
facilities, from the activity itself, from the acts of others, organization of act or from unavailability of emergency medical care.

- All President/captains are encouraged to have CPR/First Aid training. A copy of the certifications will be kept in the Student Involvement Office in the club file.
- A First Aid kit is required to be accessible and the responsibility of the President/captains during the season. All First Aid kits will be handed out from the Student Involvement Office to each club sport and are to be returned to the Student Involvement Office at the end of your season.
- Games and tournaments that are held on Ohio Wesleyan University property are REQUIRED to have a trainer during play unless prior permission is received from the Student Involvement Office. Failure to have appropriate medical attendants will result in suspended or canceled play.
- Trainers and medical personnel will be paid directly from the club account. Complete contracts and W9 tax forms are REQUIRED and can be found in OrgSync files under contract. Each contract must be executed prior to play at least 15 days prior to play unless otherwise decided day of play.
- In the case of inclement weather (lightning, thunderstorms, snow, sleet, freezing temperatures) or improper field conditions, play should be cancelled or postponed until conditions are playable. This decision will be up to field officials and the president/captain of the team.

- **Should an injury occur that requires emergency assistance:**
  
  o Contact 911 first requesting an ambulance for transport to hospital.
  o The second call should be to the Ohio Wesleyan University Public Safety office at 740.368.2222 to file a campus report.
  o Students who incur injury are encouraged to follow the advice of their medical provider.
  o If a student has been injured, once the situation is secured, a Club Sport Injury Report is required to be filed with the Student Involvement Office (OrgSync file). This is a **MANDATORY** form to be completed by the captain or president of the team.
  o If a student is transported to a medical facility, they must have their medical release form with them.

- Field/court conditions are important for player safety. Please make sure to check the field/court for holes, broken glass, rocks, trash etc.
- If fields/courts need further attention from Ohio Wesleyan University Buildings and Grounds, and the event is occurring after regular working hours, contact Public Safety at 740.368.2222 for assistance.

**Liability**

Every President/captain is responsible for having copies of each player **Emergency Medical Form, Assumption of Risk, Waiver and Release form**. Make sure these are available immediately should a situation occur. Original forms must be kept in the Student Involvement Office. Every member is required to have release and medical forms updated and on file annually.
Eligibility

Any student of Ohio Wesleyan University that is enrolled as a full-time student is eligible to participate in the club sports program. **No member of a club/recreation sport may practice or participate during game play until the Student Involvement Office has received a Risk Waiver form and Emergency Medical Release form. If a Club Sport Injury report has been filed, the student MAY NOT participate until a release waiver has been received and approved by the Student Involvement Office.**

No club member will be discriminated based on race, sex, sexual orientation, religion, ethnicity, age or disability. Additional information can be found at: [http://policies.owu.edu/pdfs/HarassmentPolicy.pdf](http://policies.owu.edu/pdfs/HarassmentPolicy.pdf)

Roles and Responsibilities

**PLAYER/STUDENT:**
- Submit complete Risk Waiver and Emergency Medical Release forms to your President or captain.
- Every player should remember to exercise proper sportsmanship, follow the advice of medical professionals and be safe.
- Sign anti-hazing agreement (page 11)
- Most importantly, have fun.

**OFFICER/CAPTAIN:**
- Serve as a liaison to the Student Involvement Office and make sure all applicable paperwork is completed and filed accurately and in a timely manner.
- The officers are responsible for all equipment purchased by WCSA and its safe return the club storage cage located in HWCC at the end of the season.
- The officers are responsible for all budgetary submissions and book keeping. The Student Involvement Office is available to discuss budgets as well as funding for travel including but not limited to hotel, transportation etc.
- All officers are encouraged to train incoming officers on OrgSync procedures.
- All officers are required to meet with the Student Involvement Office at the beginning of each semester to review game schedules, budgets and any additional questions.
- Officers/captains are also required to attend the fall GO!OWU and spring The Summit Leadership conferences. Failure to do so may affect your Good Standing in the Student Involvement Office.

**COACHES:**
- Institute organized safe instruction and training for all members of the team.
- Provide an enjoyable environment while providing game rules and regulations as related to player’s skill levels.
- Coaches are required to attend team practices and accompany teams to all games and tournaments.
- The coach should assist the team officer's with the suggestions for purchasing safe equipment and maintain the shape of the equipment.
- Coaches should provide practice schedules that best meet the needs of the players.
- The Coach can help organize travel planning and sponsored events.
- A Coach should have knowledge of the sport as well as experience with the rules and policies of the sport.
- Coach’s contracts will be on file in the Student Involvement Office.
- First Aid and CPR training is encouraged. All certifications must be on file in the Student Involvement Office.
ADVISORS: Advisor and organizational leadership should openly discuss what kind of role the advisor should play with the organization. Some organizations have a pool of advisors to assist them with different aspects of the organization (financial, scholarship, programming, etc.) Some advisors have a high level of involvement with every aspect of the organization; others have a very limited role. It is up to the organization and the advisor to set the parameters of involvement.

Maintenance Functions:
- Providing continuity with the history and tradition of past years
- Heading off situations that might cause poor public relations
- Providing advice when called upon
- Clarifying university policies
- Arbitrating intra-group disputes

Group Growth Functions:
- Teaching the techniques and responsibilities of being a good leader and follower
- Coaching the officers in the principles of good organizational practice
- Teaching the elements of effective group operation
- Developing procedures and plans for actions
- Keeping the group focused on its goals
- Stimulating or even initiating activities and programs

Financial Assistance

Clubs may submit for funding through the Wesleyan Council of Student Affairs and appear before the budget committee. Funding for equipment and coaching fees are stipulated under the WCSA guidelines. [https://www.owu.edu/student-life/clubs-organizations/student-government-wcsa/governing-documents/](https://www.owu.edu/student-life/clubs-organizations/student-government-wcsa/governing-documents/)

Clubs must participate in fund raising and/or collecting dues or playing fees from team members. All monies must be deposited in your account through the Student Involvement Office.

Equipment/Uniforms

Clubs are responsible for maintaining and collecting their equipment. Uniforms or equipment purchased through WCSA funds **MUST BE STORED ON UNIVERSITY PROPERTY AFTER THE SEASON HAS ENDED (off-season/summer)**. Ohio Wesleyan University has a secured locked cage located in the garage of the Hamilton-Williams Campus Center. You can have access to the cage anytime during business hours for the Student Involvement Office. If you need access afterhours, please contact the Student Involvement Office to make arrangements.

Failure to return equipment may result in referral to OWU Office of Student Conduct as well as the possibility of a player’s OWU student account being charged for any unreturned equipment.
Facility Usage

Facilities or fields must be reserved through the Athletic Facilities Department. Please contact Dustin Rudegeair at 740.368.3792 to reserve.

If your sport has a special requirement such as lining a field, you must contact or stop by the Student Involvement Office and complete a work request for Buildings & Grounds. Please keep in mind that anytime Buildings and Grounds is used, a charge will be given to your club account. Ask for an estimated amount and make sure to budget for the charges. Please allow at least 2 weeks or more for the request to be processed.

For safety reasons, it is imperative that good judgment regarding the conditions of a field. For instance, if a field is excessively wet, has holes, or rocks that should not be there, please contact Buildings and Grounds with your concerns. If your event occurs after hours, contact Public Safety at 740.368.2222.

If inclement weather should arise before, during or after an event, seek shelter for safety. All play should stop if your event is held outside and lightening is spotted. Games can resume 30 minutes after the last lightning strike has been seen.

**ALCOHOLIC BEVERAGES are NOT permitted on or in any facility or field in which a club sport/recreation team is participating, whether it be at Ohio Wesleyan University or another location.** Any violation of this policy can result in loss of privileges for a team and/or referral to student conduct. Please refer to the student handbook for the complete policy on Alcohol and Other Drugs  [http://studentaffairs.owu.edu/pdfs/StudentHandbook.pdf](http://studentaffairs.owu.edu/pdfs/StudentHandbook.pdf).

If you are reserving a field or facility, you are responsible for the cleanup and upkeep. All pets should be kept off playing surfaces and their owners are responsible for their cleanup. Removal of all equipment should be done after each game. Any equipment not collected will become the property of Ohio Wesleyan University.

Travel

**TRANSPORTATION**

If your club is traveling to away games, Ohio Wesleyan University does have vans available for rental. Only approved drivers (through the Public Safety Office) are permitted to reserve and drive vans. If no Ohio Wesleyan University vans are available, contact the Student Involvement Office for information regarding outside rental agencies. All van rentals are done through the Student Involvement Office within OrgSync. The van rental form is in the Forms directory in OrgSync.

Van rental charges vary depending on what you are renting. The Student Involvement Office can provide detailed information regarding pricing or please refer to the HOW TO AT OWU guide. [https://www.owu.edu/files/resources/howtoatowu.pdf](https://www.owu.edu/files/resources/howtoatowu.pdf)

All clubs traveling more than 60 miles one way must submit an OrgSync OWU Group Travel Form. The form is located in the Forms directory in OrgSync and must be taken to Motor Pool completed before departure ([https://orgsync.com/8355/forms/77955](https://orgsync.com/8355/forms/77955)). All members must have an Assumption of Risk, Waiver, and Release form and an Emergency Medical form on file in the Student Involvement Office. Failure to submit the OWU Group Travel Form could result in declined reimbursements or continued Good Standing with the Student Involvement Office.
REPORT ALL ACCIDENTS, REGARDLESS OF FAULT, TO THE APPROPRIATE POLICE AGENCY WHERE THE ACCIDENT OCCURRED.

If you are involved in an accident, obtain information as to where/how to get a copy of the Police Report. Take photos of the damaged property if possible. Get names, insurance information and a description of the other vehicle(s) if possible and any information from witnesses.

In the event of an injury accident, after reporting to the appropriate police agency, call the Public Safety Office (740-368-2222) as soon as reasonably practical. For other accidents, notify the Public Safety Office upon return to campus with the information above.

The University provides insurance on all University vehicles. Any damage caused in an accident will be covered by the University insurance except for the initial deductible fee of $500. The sponsoring department/organization is responsible for the deductible fee. In the event an accident does occur the vehicle driver is required to give the University insurance information to the reporting police agency. This insurance information is provided in each University vehicle. All accidents must also be reported to the Public Safety Office upon returning to Ohio Wesleyan University.

Failure to promptly report any accident may result in the withdrawal of the driver’s authorization to drive University vehicles, a conduct referral and could result in the sponsoring department/organization losing its privileges to use University vehicles.

Bus rental for more than 35 people are also available but very expensive. Stop by the Student Involvement Office for details.

Additional information on OWU Public Safety Travel procedures can be found at: https://orgsync.com/8131/files/408270/show

LODGING
There are two ways to pay for lodging. A club can front the cost of lodging and be reimbursed after the event or make an appointment with the Student Involvement Office and ask if you are eligible to use the Student Involvement Office credit card.
Assumption of Risk, Waiver, and Release Form

In consideration of the use of the property, facilities and/or services of Ohio Wesleyan University, including any travel related thereto, the undersigned agrees as follows:

1. **Risk Factors** – It is the utmost importance you understand club sports and events at OWU are organized and run by students. Although the president or captain of each club or team carries the responsibility of ensuring that proper safety measures are taken by each member or participant, as a member of your student organization and/or as a participant in an event sponsored by a student organization, you assume all liability for injuries and damages occurring as a result of participation in this activity. The undersigned understands and acknowledges that the use of equipment and facilities provided by Ohio Wesleyan University and participation in Ohio Wesleyan University programs involve risk such as, but not limited to the following: risk of property damage, bodily injury, and possible death. These risks may result from the use of the equipment or facilities, from the activity itself, from the acts of others, organization of an act or from the unavailability of emergency medical care.

2. **Assumption of Risk** – The undersigned assumes all risks which are foreseeable and involved with or arise out of the equipment or facilities, the activity itself, the acts of others, omission of an act or the unavailability of emergency care, including but not limited to those risks factors described in Section 1 above.

3. **Release** – The undersigned releases Ohio Wesleyan University and all of their officers, trustees, and employees, not to initiate litigation on account of or in conjunction with any claims, cause of action, injuries, damage, cost of expenses arising out of the activity, including those based on death, bodily injury, or property damage whether or not caused by negligence or other fault of the parties being released.

4. **Waiver** – The undersigned waives the protection afforded by any statute or law in any jurisdiction whose purpose, substance and/or effect is to provide that a general release shall not extend to claims, material or otherwise which the person giving the release does not know or suspect to exist at the time of executing the release. This means, in part, that the undersigned is releasing unknown future claims.

5. **Consent for Emergency Treatment** – 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.

6. **Insurance** – The undersigned understands that Ohio Wesleyan University does not carry participant insurance. The undersigned is encouraged to have a medical physical examination and purchase health insurance prior to any and all participation.

7. **Acknowledgement** – 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.

**THIS IS A RELEASE OF LEGAL RIGHTS. PLEASE BE CERTAIN THAT YOU UNDERSTAND ALL VERBIAGE BEFORE SIGNING. IF YOU ARE UNDER THE AGE OF 18, THIS FORM MUST BE SIGNED BY A PARENT OR GUARDIAN BEFORE YOU CAN PARTICIPATE.**

________________________________________  __________________     __________________
(Print Name) (Signature) (Date)

Name of Club Sport/Activity
This form must be carried by team captain/president or coach during all practices and sporting events.

Name of Club Sport ____________________________________________________________

Student’s Full Name (print) ____________________________________________________

Ohio Wesleyan University Student ID# ________________________________

Campus Address ___________________________________________________________________________________

Permanent Address _________________________________________________________________________________

Telephone Number (cell) ________________________ Age ________ Birthdate ________

EMERGENCY CONTACT INFORMATION

1. ___________________________ ________________________________________________
   Full Name                        Relationship
   Day Phone Number                Evening Phone Number

2. ___________________________ ________________________________________________
   Full Name                        Relationship
   Day Phone Number                Evening Phone Number

Current Medication(s) _______________________________________________________________________________

Allergies __________________________________________________________________________________________

Contact Lenses? (Please circle) Yes or No          Glasses? (Please circle) Yes or No

Please list any temporary or chronic illnesses or diseases from which you suffer:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Have you had any major injury, illness, or surgery relating to cerebral concussion, joint injury (knee, ankle, etc.), fracture, or organ loss previous to participation in an Ohio Wesleyan University activity? If so, please indicate specifically.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________  __________________________
Student Signature (print)                      Signature     Date
Hazing Policy Compliance Certification

As a member of the _______________________ Club, I do hereby certify that I have reviewed the University Hazing Policy and the state law, which is located on p. 54-57 [insert link] of the current Student Handbook. All members of the club have signed the Hazing Policy below.

Ohio Wesleyan University defines hazing as:
“Any mental or physical requirement, request, or obligation placed upon any member or prospective member of an organization (varsity team, club sport, group, fraternity or sorority, etc.) by other members of that organization that causes or creates a substantial risk of: discomfort, pain, fright, disgrace, injury, personal degradation, or which violates any federal, state or local statute, or University policy.”

I further certify that I understand and will be in compliance with the Ohio Wesleyan University Hazing Policy. I also understand that, if found in violation of the Hazing Policy, disciplinary action will be taken. Such action may include, but is not limited to, action that revokes funding and/or dismissal of team/individual from Good Standing.

I understand that the club advisors, coaches, Student Involvement Office, Dean of Students and/or the president may/will be notified of cases of alleged or confirmed violation of the Hazing Policy.

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Player Uniform and Equipment Contract

Player name: ____________________________________________

Sport: ____________________________________

Type of equipment/uniform received (i.e. men’s rugby uniform, hockey helmet, hockey gloves, women’s rugby uniform): ___________________________________________________________

Uniform size (if applicable): _____

Condition of equipment/uniform received: __________________________________________________________

I hereby agree to accept full responsibility for any equipment or uniform that has been issued to me by the Ohio Wesleyan University club sports program. I understand that any equipment or uniform purchased by WCSA funding must be returned by the end of the season. I understand that all equipment and uniforms must be returned directly to the Student Involvement Office per the Club Sports/Recreation Policy and Procedures Manual, page 6 as stated below:

Clubs are responsible for maintaining and collecting their equipment. Uniforms or equipment purchased through WCSA funds MUST BE STORED ON UNIVERSITY PROPERTY AFTER THE SEASON HAS ENDED (off-season/summer). Ohio Wesleyan University has a secured locked cage located in the garage of the Hamilton-Williams Campus Center. You can have access to the cage anytime during business hours for the Student Involvement Office. If you need access afterhours, please contact the Student Involvement Office to make arrangements.

Failure to return equipment may result in referral to OWU Office of Student Conduct as well as the possibility of a player’s OWU student account being charged for any unreturned equipment.

All uniforms must be washed and returned in a clean condition. If uniforms are returned damaged or needing cleaned, a charge may incur for your club sport.

I have read and agree to all terms outlined in this contract. I also agree to pay all costs that may occur if I fail to comply with the above requirements.

______________________________________________  _________________________________
Signature                      Date


Club Sport/Recreation Inventory List

Club name: ________________________________________________________________

Semester / Year: __________
Person Completing Inventory: _____________________________________________
Date Completed: __________

Please complete the check list with separate line items. Each uniform must be listed with its number. If uniform does not have a number, it should be listed separately by size and color. Equipment can be a combined line item if multiples exist, i.e. MRCCA sword 12’, 6 frisbee discs.

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CLUB SPORT INJURY REPORT

THIS REPORT MUST BE FILED WITH THE STUDENT INVOLVEMENT OFFICE THE NEXT BUSINESS DAY AFTER THE INCIDENT. This report will be shared to the following offices: The Dean of Students Office, Public Safety, Residential Life and the Ohio Wesleyan University Health Center.

Name of Injured____________________________________ Student ID#

Injured is an OWU Student □  Guest □

Address __________________________________________ City __________________ State ___

Phone ___________________________    Male □  Female □  Age _____  D.O.B. ___/___/___

Date of Accident ___/___/___    Time of Accident ___/___/___  Time of Treatment ___/___/___

Sport/Recreation Club _____________________________

Location of Accident (i.e. Meek practice field, Selby Stadium, Weight room)

□  Practice □  Game/tournament play

The injury occurred during: Practice □  Game/tournament play □

Describe in full detail how the injury occurred

_________________________________________________________________________________

_________________________________________________________________________________

Describe in full detail all known body parts that were involved with the injury

_________________________________________________________________________________

_________________________________________________________________________________

Were the injuries evaluated by medical staff? Yes □  No □  If yes, by whom?

If someone else, who? ______________________________________

What was the recommendation of the evaluator?

_________________________________________________________________________________

_________________________________________________________________________________

Was the person transported for further treatment? Yes □  No □  If yes, where?

Name of person completing this report

Role with sports club/recreation team? ______________________  Phone ___________________________
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/described entity name, if different from above

Check appropriate box for federal tax classification:
- Individual/self-proprietor
- C Corporation
- S Corporation
- Limited liability company, enter the tax classification (C-C, S-C, or partnership)
- Partnership
- Trust/estate

Exemptions (see instructions):
- Exempt payee code (if any)
- Exemption from FATCA reporting code (if any)

Social security number

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the “Name” line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is the employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account in is more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Signature of U.S. person

Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9 at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN to the person requesting it (the requester) and, when applicable to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partner share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
- An individual who is a U.S. citizen or U.S. resident alien.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1444 on any foreign partners’ share of effectively-connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in this United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.