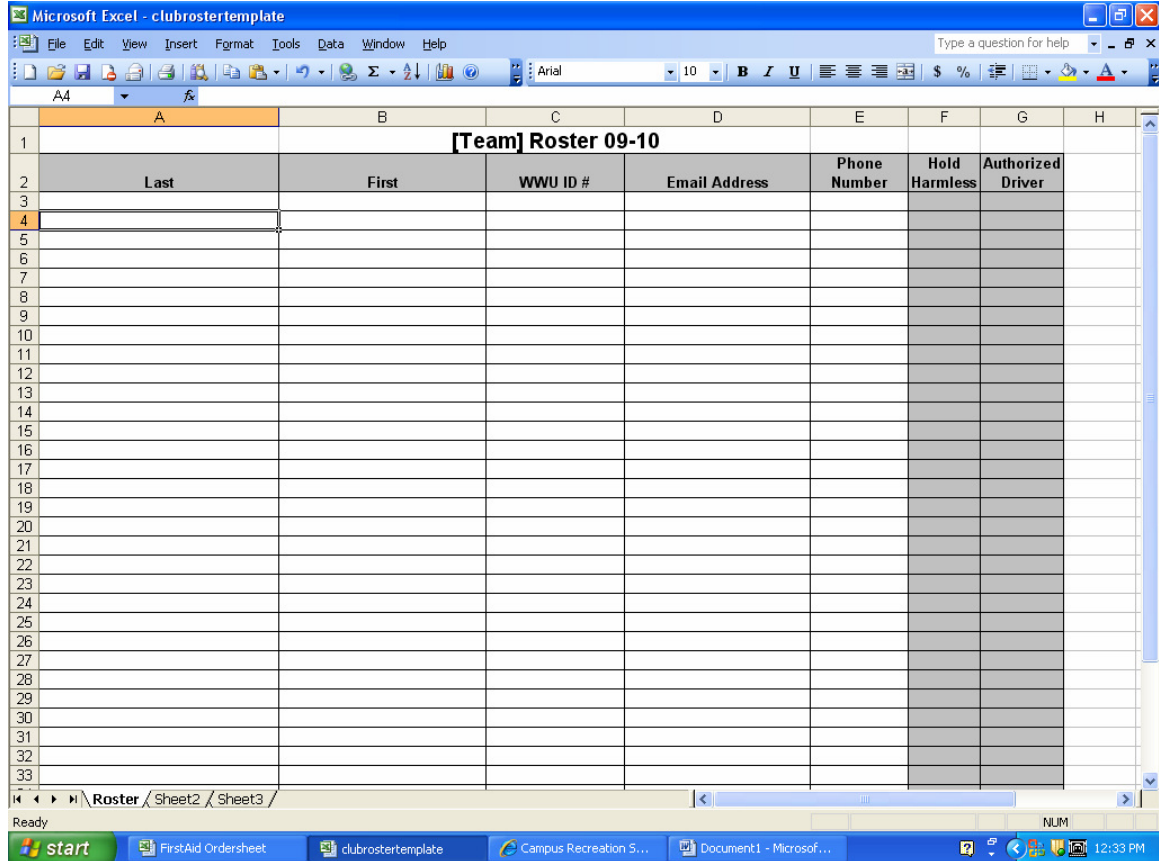


WWU Sport Club Handbook – Club Roster Template



The image shows a screenshot of a Microsoft Excel spreadsheet titled "clubrosteremplate". The spreadsheet is designed as a roster template for a sport club. It features a header row (row 1) with the title "[Team] Roster 09-10" centered across columns B through D. Below the header, there are seven columns with the following headers: "Last" (column B), "First" (column C), "WWU ID #" (column D), "Email Address" (column E), "Phone Number" (column F), "Hold Harmless" (column G), and "Authorized Driver" (column H). The rows are numbered 1 through 33 on the left side. The "Hold Harmless" and "Authorized Driver" columns are shaded gray. The spreadsheet is displayed in a window with a standard Windows taskbar at the bottom, showing the Start button and several open applications including "FirstAid Ordersheet", "clubrosteremplate", "Campus Recreation S...", and "Document1 - Microsof...". The system clock shows 12:33 PM.

	A	B	C	D	E	F	G	H
1		[Team] Roster 09-10						
2		Last	First	WWU ID #	Email Address	Phone Number	Hold Harmless	Authorized Driver
3								
4								
5								
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33								

This form can be found on the Campus Recreation Services website.

Step 1) Fill out the Last Name, First Name, WWU ID #, Email Address and Phone Number of every individual participating in your sport club for the year.

Step 2) Make sure that every individual participating in your sport club has completed a Hold Harmless Agreement form. The Authorized Driver column is for those individuals who have completed both the Student Driver Agreement and the Drivers Safety Checklist; these are both located on the Campus Recreation Services website.

Step 3) Once you have completed this form please print it out and drop it off at the Campus Recreation Center Back Office Receptionist (Located to the right of the main desk).