

WWU Sport Club Handbook – Club Roster Template

The image shows a Microsoft Excel spreadsheet titled "clubrosteremplate". The spreadsheet is set up as a roster template with the following columns:

	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		
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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 Sport Club Office across from the MAC gym in the Rec Center.