

SPORT CLUBS CHECKLIST

The following checklist must be completed and signed before Sport Club status may be approved.

Club _____ Web Address: _____

President _____ Phone _____ E-mail _____

Vice President _____ Phone _____ E-mail _____

Secretary _____ Phone _____ E-mail _____

Treasurer _____ Phone _____ E-mail _____

Coach/Practice Manager _____ Phone _____ E-mail _____

___ 1. Complete Sport Club Officers Contract. Date _____

___ 2. Complete Athlete Information Packet(s) (All Athletes). Date _____

___ 3. Complete DMV Driver Pull Form (All Athletes) Date _____

___ 4. Provide copies of Driver's License/Proof of Vehicle Insurance Date _____

___ 5. Submit budget with income and expenditures Date _____

___ 6. Submit proposed competition schedule. Date _____

___ 7. Complete Sport Club Information Sheet Date _____

___ 8. Have coaches complete an AS/Campus Recreation employment packet(s) for paid or volunteer employees Date _____

___ 9. Associated Students Accounting Agreement Date _____

___ 10. Name of person who will be in attendance at all practices/games who is First Aid and CPR certified Name(s) _____

___ 11. Scheduled meeting with coach/president/coordinator/GA Date & Time _____

___ 12. Special additions: Date _____

Campus Recreation Designee _____ Date _____