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 _________________________