

## Sport Clubs Officers Checklist – Fall 2022

- Insure all members submit Sport Club Waivers
- Insure all members submit Sport Club Code of Conduct
- Submit Sport Club Packet
  - Sport Club Registration Form
  - Budget worksheet
  - Advisor Contract
- Submit updated constitution
- Read the Sport Club Manual
- Insure that all members are familiar with the Sport Club Manual
- Submit club roster with emails and contact numbers for all members to Amanda Saenz
  - For Tier I sport clubs:** each member must pay their membership dues through the [M-Mountain Mall Sport Club Dues Tab](#)
- Insure that all club members understand the tier and point system
- Accumulate and maintain the minimum number of points in designated tier
- Conduct at least 2 club meetings per semester (turn in meeting minutes to Assistant Director for points)
- Elect safety person (someone with First Aid/CPR certification)
- Attend all Sport Club Meetings (view Sport Club Deadlines and Due Date Calendar)
  - September 9/7
  - October 10/5
  - November 11/2 & 11/30
- Submit monthly reports to SC Coordinator (view Sport Club Deadlines and Due Date Calendar)
  - October
  - November

### Travel

- Once approved – submit Approved Travel & Itinerary Form (TBD)
- Personal Vehicle – Submit NMT Reimbursement Voucher
- NMT Vehicle – Must have 2 DDC drivers