

## **Sport Clubs Officers Checklist – Spring 2021**

- Insure all members submit Sport Club Waivers
- Insure all members submit Sport Club Code of Conduct
- Submit Sport Club Packet (if your advisor is the same as fall, we do not need another contract)
  - Sport Club Registration Form
  - Budget worksheet
  - Advisor Contract
- Submit updated constitution to PR Director (if you didn't submit in fall 2020)
- 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
  - 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 (Covid-19 limited points)
- Conduct at least 2 club meetings per semester (turn in meeting minutes to SC Coordinator for points)
- Elect safety person (someone with First Aid/CPR certification)
- Submit monthly reports to SC Coordinator (view Sport Club Deadlines and Due Date Calendar)
  - February
  - March
  - April
- Submit equipment inventory with the April monthly report
- Attend all Sport Club Council Meetings (view Sport Club Deadlines and Due Date Calendar)
  - January
  - February
  - March
  - April

### **Travel (we are still on Covid-19 Regulations – must get approval from Director)**

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