

## **Sport Clubs Officers Checklist – Spring 2023**

- Insure all NEW members submit Sport Club Waivers for the spring semester
- Insure all NEW members submit Sport Club Code of Conduct for the spring semester
- Submit Sport Club Packet
  - Sport Club Registration Form
  - Budget worksheet
  - Advisor Contract (only if your advisor changed from last semester)
- 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)
  - February 2/8 @ 6:30pm
  - March 2/8 @ 7:00 pm
  - April 4/12 @ 7:00 pm
- Submit monthly reports to SC Coordinator (view Sport Club Deadlines and Due Date Calendar)
  - Last week in February
  - Last week in April

### **Travel**

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