Club Sports Annual Checklist:  
A Guide to Start the Year

Checklist applies to all clubs

What to do before you return to campus:
- Check the Xavier University Club Sports Facebook page and/or website as well as your email for updates and news throughout the summer.
- E-Mail the Assistant Director –Club Sports to arrange your club’s weekly (in season) or bi-weekly (out of season) meeting and notify of meeting/try-out dates.
- Submit a facility reservation request to Coordinator of Intramurals and Facilities for on-campus practice and competition space.
- Plan on attending the Club Sports beginning of the year meeting along with the other club officers, Advisor(s), and Coach(es).
- Remind all returning Club Members to obtain a physical over the summer BEFORE they return to campus.

What to do before recruiting members or holding any type of meeting:
- Register/Renew your organization in OrgSync.
- Have all club officers sign up for an OrgSync training session.
- Submit a request through OrgSync for a table for Club Day on the Mall in order to recruit new members (club officers will also have to attend an OrgSync training session the week before Club Day).
- Submit any print materials the club created to recruit new members to the Assistant Director-Club Sports for approval.

What to do before beginning tryouts, workouts, or practice:
- Submit a facility reservation request for on-campus meeting space.
- Hold a Club Meeting in which all members fill out and submit all necessary Participant Paperwork (Assumption of Risk Waiver, Medical Health History Form, Physical, and copy of Health Insurance Card).
- For new members, an Assumption of Risk waiver must be signed before any participation in a club tryout, workout, or practice. The waiver will permit the individual to participate in one night of activity. In order to continue participating, the individual must submit the remainder of the necessary paperwork before the next club tryout, practice, or workout.

What to do before participating in any scheduled competition against an outside opponent:
- Submit a Club Registration Packet-Due at the Beginning of the Year meeting.
- The packet must include:
  - A Club Constitution (update as needed)
  - Club Information Sheet
  - Officer Contact List
  - Administrative Officer Agreement.
  - Coaches Agreement form(one for each coach)
CLUB SPORTS

- Safety Officer agreement(s), including copies of CPR/FA certifications—one for each officer
  - Advisor Agreement
  - The club’s roster.
  - An Emergency Action Plan.
  - Equipment Inventory
- Arrange a meeting with your club’s advisor. That meeting must occur prior to the club’s first competition.
- Submit a copy of the club’s competition schedule to the club’s advisor.
- Submit an Independent Contractor form for each individual who will be coaching the club and will be paid.

What to do before traveling off-campus for practice, fundraisers, or competition:
- Submit Driver Clearance forms for those that will be driving club members in a personal vehicle.
- Have all 21 year old (and older) drivers participate in a Van Driver Training Session in order to be approved to drive a 12 or 15 passenger van. Typically, club members will only need to go through training once. HOWEVER, if your license expires, then an individual will need to retake the training. Please check the Authorized Drivers list found on the Club Sports website in the Forms and Resources section.
- Meet with the Assistant Director-Club Sports to reserve a rental van through Enterprise (if needed).
- Meet with Assistant Director-Club Sports to reserve hotel rooms.
- Submit a Travel Itinerary form for all off-campus travel at least 5 days before the trip.
- Print Official/Referee Payment forms to be completed by officials that need to be paid.