

## Club Sport Check List – For Returning Clubs

### Tasks to complete prior to leaving on summer break each year:

- Get your club profile set up on IMLeagues ([www.imleagues.com/gmu](http://www.imleagues.com/gmu)) each year. If you can't see your team, have the Club Sports office help you ([gmuclubsports@gmail.com](mailto:gmuclubsports@gmail.com)). All paperwork and online trainings for clubs takes place through this website.
- Ensure your club profile is set up on GetConnected ([getconnected.gmu.edu](http://getconnected.gmu.edu)). Create your organization as a Club Sport (not an RSO) and ensure you have contact information for your club and a link to more information about the club.
- Make sure your club has a President, Vice-President, and Treasurer. Complete the Club Officer form on IMLeagues to ensure they are on record as an officer. Re-submit this form each time your officers change. Officers must also be listed on your GetConnected page.
- Apply for facility space for practices and games using the appropriate form on IMLeagues. You can find it under "My Forms". Use this form each time you have a new facility request.

### Tasks to complete prior to starting club operations each year:

- Get all of your members to register on IMLeagues. You can either invite them to join your club (via the website) or have them join your club and you approve.
- All of your club members, including the Executive officers have filled out the 7 required forms on IMLeagues that are necessary for participation (Buckley Amendment, Club Sports Participation, Club Sports Behavior Accountability, Athlete Concussion, Emergency Contact, Physical, and Proof of Insurance). The Club Sports office must also approve all paperwork.
- All members have submitted a copy of their Physical and Proof of Insurance (copy of insurance card) to **the Club Sports mailbox**, located in the lobby of the RAC.
- If your club is designated as "High Risk" by the Club Sports office, all of your members must complete IMPACT concussion baseline testing prior to taking part in any competition. IMPACT testing times can be found on the Club Sports Athletic Trainer's schedule: <http://recreation.gmu.edu/club-sports/athletic-training/>
- At least 2 of your members have undergone the necessary steps to be Safety Officers (This is REQUIRED before you ever practice or compete). Your safety officers must be CPR/AED/First Aid certified (Recreation will cover the cost of the certification – get a complimentary registration form from the Club Sports office. Find course times here: <http://recreation.gmu.edu/aquatics/certification-courses/aquaticscertification-coursescpr-and-first-aid-training/>) and have taken the Club Sports Risk Management training (times listed on Club Sports website) and Blood Borne Pathogens trainings (through [ehs.gmu.edu](http://ehs.gmu.edu)). Your club must have at least 1 safety officer present at every club event/activity.

Does your club have a coach? If you do, make sure they complete a [Volunteer MOU](#) to get them insurance coverage under Mason's insurance policy, and sign and complete a [Coaches Agreement](#). Both of these forms must be completed annually.

ALL officers must complete the online Club Sports Officer Training and Quiz. You can find this on IMLeagues. Watch the videos and then complete the 20 question quiz. A grade of 80% of higher is required on the quiz in order to complete this requirement.

ALL officers must attend the semesterly Club Sports In-Person Officer Training.

Make sure your club has a first aid kit that is fully stocked and with you at every club event/activity  
NOTE: if you have been using your first aid kit and you do not have the amount required (checklist in each bag) you may come to the Club Sports Office to have it replenished.

**Tasks to complete throughout the year:**

Attend MONTHLY Club Sports Presidents Council Meetings. Meetings are typically the first Sunday of each month at 8pm in the RAC. Failure to attend these meetings could result in fines and suspension of your club. Your club needs to be represented by an OFFICER at these meetings.

For all practices and competitions, provide a count of how many attendees there were at the event using the GoogleDoc form: <http://goo.gl/forms/hl9k4YVRFm>

Prior to any travel over 30 miles from campus, submit your travel request form at least 48 hours before your departure time. Failure to do so may result in your club not being allowed to travel. For off-campus events under 30 miles from campus, email the Club Sports Office the date, time, address, and opponent(s) of the competition.

After each competition (home or away) you have filled out a Post Competition report. Failure to do so within 48 hours of the competition may result in your club losing the ability to take part in future competitions. If it was a home game, did you submit documents to get your officials paid?

Make sure your club has a first aid kit that is fully stocked and with you at every club event/activity  
NOTE: if you have been using your first aid kit and you do not have the amount required (checklist in each bag) you may come to the Club Sports Office to have it replenished.

**Other common responsibilities:**

Prior to any purchases being made, have the purchase approved by the Club Sports office. This includes items you intend to be reimbursed for.

Before ordering anything with the Mason logo or name on it, make sure your have the design and vendor approved by the Club Sports office. A list of approved vendors for these types of purchases can be found here: <http://trademarks.gmu.edu/list-of-licensend-vendors/>. Also check the Club Sports Apparel Guidelines (*insert link*).

- Prior to hosting any tournament or event with more than 3 teams/other institutions attending, meet with the Club Sports office to discuss details. This must happen at least 7 days prior to the event.
- After each hosted tournament or event with more than 3 teams/other institutions attending, meet with the Club Sports office to debrief the event. This must happen within 7 days of the event.
- Regularly check club email address for info about upcoming meetings and deadlines. This includes semesterly budget check-ins, end-of-year wrap-up/re-registration meetings, April budget proposal presentations for the following year, and more.