Club Sports Annual Checklist

Before returning to campus:
- Plan on attending the New Student Orientation event in late August.
- Plan on attending the Fall Student Activities Fair in late August.
- Mark your calendar and plan on attending the mandatory Club Sport Council Meeting in late August.
- Submit the Club Sports Practice Request Form
- Inform Club Sports staff of any new coaches

Before holding your first practice:
- Attend the Recreation & Wellness Freshmen Orientation Event and Student Activity Fair
- Hold an interest meeting for incoming freshman or new members.
- Make sure each member of your team has filled out the Club Sports Waiver online through IMLeagues.

During the first two weeks of the semester:
- Make sure your club has enough defensive drivers for traveling to away games/competition. If you do not, sign up and complete the defensive driving course. **MUST BE COMPLETED IN ORDER TO DRIVE RENTAL VANS.**
- Make sure your athletes have registered on OrgSync and IMLeagues
- Come up with a fundraising plan! Figure out how much your team needs to fundraise (exact requirements are based on tier system) and decide how you will reach that goal.

Before traveling to any game/competition:
- Submit the “Travel Roster Form” at least 48 hours prior to your trip.
- If driving rental vans, submit the “Van Rental Reservation” form at least two weeks prior to your trip.

After playing or competing in a game/competition:
- Submit a “Competition Recap” by emailing ricky.talman@emory.edu.

Before ordering any apparel/other items that include any form of the Emory log:
- Contact Club Sports staff for approval.

Before soliciting any sponsorships or corporate donations:
- Contact Club Sports staff for approval.