

# Club Sport Check List

## Requirements prior to becoming an approved SGA club sport:

- Email the SGA VP of Organizations to set up a meeting and review the application process.
- When the CEC votes on a new club sport, there must be a representative from athletics present.

## Athletics:

### Facilities Requirements (Brad McCarty)

- Facility priority of scheduling academics, university sponsored events, intercollegiate events (1. NCAA contests team practices, 2. team-sponsored fundraisers, 3. intramurals 4. then club sports), student programs/sponsored events, open gym.
- Club sports cannot request indoor facilities at any time.
- Damaged property must be reported immediately, and the club must be willing to cover the cost of the expense.
- Messiah doesn't host other institutions on our campus for events.

### Visual Identity & Website Maintenance Requirements (Matthew Fenton)

- Before any club sport can advertise and or purchase any materials with their club's name, they must get all logos approved and signed off from Matthew Fenton.
- Each club sport is required to follow Messiah University's visual identity guidelines.
- Annual website updates are required every fall (No later than a month into the school year) and submitted to [studentengagement@messiah.edu](mailto:studentengagement@messiah.edu) and [mfenton@messiah.edu](mailto:mfenton@messiah.edu)

### Compliance (Rico Plummer)

- Annual rosters must be submitted to [studentengagement@messiah.edu](mailto:studentengagement@messiah.edu) within the first 6 weeks of the semester. Rosters are required for both the spring and fall semester. Rosters should list the athlete's full name, school year, sport, and an indication that the club "assumption of risk & liability" waiver has been signed.
- For specific questions on eligibility and compliance, you can reach out to Rico Plummer ([rplummer@messiah.edu](mailto:rplummer@messiah.edu)).

## Travel & Coach Travel:

- It is always important to try to book Messiah University Fleet for any type of travel.
- Drivers must be approved through the campus receptionist office to drive MU Fleet
- When teams are unable to use MU Fleet, approved waivers must be signed by all participants. Please go to the Club Forms Page [here](#) and scroll down to the CLUB SPORTS/TRAVEL FORMS section to find the form.

### Liability (Beth Rhoades and Kathie Shafer)

- Every member participating in Club Sports at Messiah must sign the following waiver:
- Assumption of Risk and Liability Release Form
- Insurance on and off campus requirements
- Parameters regarding hosting events on our campus (Copy of Insurance, trainers, CPR, and other requirements)

#### Volunteers:

- Must do background checks and register with HR.

#### Annual requirements expected for every SGA approved club sport:

- Both Advisors and student leaders are required to attend an annual training to review SGA and OSE guidelines each academic year.
- Each club sport is required to submit an annual budget to SGA.

#### Financial Reminders:

- Checks should be sent out through One\$ource, **do not use personal funds for this**. (Ask OSE for assistance with this process). This is for tournaments, purchases, and other payments.
- W9s should be gotten from the individual or institution before agreeing to pay them if they're not already in One\$ource (reach out to OSE to find out if they're already in our system). This includes refs, tournament fees, etc.
- Student refs are paid through student employment. Reach out to OSE to set this up.
- Reimbursements should be submitted promptly. Make sure receipts are easy to read and if you're using a map, we can see the start AND end location addresses.
- Hotels/Travel - reach out to OSE before booking travel/hotel arrangements. An advisor or coach should be traveling with you. You can use your club funds from SGA for **half** of the hotel costs.

#### Supplies and uniforms:

- Your advisor is in charge of ordering uniforms and other team gear. If you want to purchase uniforms or gear, reach out to your advisor for assistance with the ordering process. If they're unable to assist you, please reach out to OSE. **Do not use personal funds for uniform or gear purchases.**
- Uniforms are typically on a 2- or 4-year rotation, but not ordered every year and seniors may not take uniforms with them.
- According to Section 9.3.3.5 - C of the Governance Manual, Club sports are NOT allowed to use funds allocated for anything other than travel, fees for referees, and registration or tournament fees.