

CLUB SPORT CHECKLIST

ANNUAL REQUIREMENTS

- Submit Fall & Spring rosters to studentengagement@messiah.edu
- Both advisors and student leaders are required to attend an annual training to review SGA and OSE guidelines each academic year
- Fill out applicable liability waivers (found on the Club Forms page)
- Volunteer coaches & refs should register with HR

EVENT-BASED REQUIREMENTS

- Facility reservations go to Brad McCarty at bmccarty@messiah.edu
- All club branding & website updates should go through Patrick Berthelette at pberthelette@messiah.edu
- If possible, book fleet for club travel
- All club purchases should be made with a P-Card or through One\$ource. Contact your advisor or studentengagement@messiah.edu for assistance if needed

**FOR A MORE DETAILED
LIST, PLEASE
REFERENCE THE CLUB
FORMS PAGE**

