

UNIVERSITY OF SOUTH ALABAMA  
SPORTS CLUB CHECKLIST OF RESPONSIBILITIES

YEAR \_\_\_\_\_

Name of Club \_\_\_\_\_

E. Affiliation request completed: Yes \_\_\_\_\_ No \_\_\_\_\_

F. Budget submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

G. Competitive schedule submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

H. Practice facilities arranged and approved: Yes \_\_\_\_\_ No \_\_\_\_\_

I. Travel arrangements submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

Room \_\_\_\_\_

Board \_\_\_\_\_

J. Arrangements for officials completed: Yes \_\_\_\_\_ No \_\_\_\_\_

K. Equipment requests submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

L. Club team award criteria submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

M. Award recommendations submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

N. Health, accident, and auto insurance approved: Yes \_\_\_\_\_ No \_\_\_\_\_

O. Publicity material submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

P. Club roster submitted to Campus Recreation Director: Yes \_\_\_\_\_ No \_\_\_\_\_