Club Sports Sample Checklist

Include the following information in yearly applications for club sports, in order to understand the risks and oversight requirements of each sport.

☐ Team roster
  o Emergency contact information
  o Waiver, participation agreement, acceptance of code of conduct
  o Health Insurance Information
  o Health history, current physical/doctor authorization

☐ Advisor contact information
  o Description of participation level

☐ Coach contact information
  o Qualifications
  o Copy of Certifications
  o Description of participation level

☐ Club membership information for applicable club sport association

☐ Emergency plan that includes on-campus and off-campus provisions
  o At least two members of team or advisors/coach trained in first aid/CPR
  o Accident reporting included

☐ Practice Schedule

☐ Location information for practices

☐ Assessment completed for physical risks

☐ If off-campus
  o Facility contracts reviewed by risk management
  o Facility insurance requirements

☐ List of safety precautions taken for practice

☐ Competition schedule
  o List of safety precautions planned for onsite competitions

☐ Equipment requirements

☐ Clear definition of school owned property and personal property

☐ Inspection program in place and documented

☐ Transportation
  o List of qualified drivers
  o Travel methods and distances
  o All travel itineraries

☐ All other organized or club activities scheduled
Club Sports Associations

It is recommended that all club sports seek membership in the applicable association for their sport. Each association holds safety and insurance standards that are excellent risk management mechanisms for schools.

Baseball National Club Baseball Association [www.clubbaseball.org](http://www.clubbaseball.org)
Crew US Rowing [www.usrowing.org](http://www.usrowing.org)
Cycling USA Cycling [www.usacycling.org](http://www.usacycling.org)
Equestrian Intercollegiate Horse Show Association [www.IHSA.com](http://www.IHSA.com)
Ice Hockey American Collegiate Hockey Association [www.achahockey.org](http://www.achahockey.org)
Lacrosse US Lacrosse [www.USLacrosse.com](http://www.USLacrosse.com)
Powerlifting USA Powerlifting [www.USAPowerlifting.com](http://www.USAPowerlifting.com)
Roller Hockey USA Roller Sports [www.USARollerSports.org](http://www.USARollerSports.org)
Rugby USA Rugby [www.USARugby.org](http://www.USARugby.org)
Ski Racing US Collegiate Ski and Snowboard Association [www.USCSA.com](http://www.USCSA.com)
Soccer US Club Soccer [www.USClubSoccer.com](http://www.USClubSoccer.com)
Tennis Intercollegiate Tennis Association [www.ITATennis.com](http://www.ITATennis.com)
Ultimate Frisbee Ultimate Players Association [http://www.UPA.org](http://www.UPA.org)
Volleyball USA Volleyball [http://www.USAVolleyball.org](http://www.USAVolleyball.org)