CLUB SPORTS AWAY GAME CHECK LIST:

CLUB FORMS AVAILABLE FOR DOWNLOAD: HTTPS://DRIVE.GOOGLE.COM/DRIVE/FOLDERS/0B5BfDS2jdOeiMLwTHpCR3DWANC

BEFORE THE EVENT:

- Contact opponents to set-up matches at their respective venues. Store Contact info in your Club’s Google Drive Folder.
- Once a date and location are determined you must update the Recreation Department on your event by posting the match to Club Sports Google Calendar.
- Confirm that all members have completed the Club Sports Registration Form and are listed on your Club Sport Roster in the Google Drive Folder.
- Use the Club Sport Request Form to notify Rec Sports of all your needs, including:
  - Purchases: New/replacement club gear, equipment, uniforms, etc.
  - Checks: Payment for registration/entry fees, officials payment, etc.
    - PLEASE NOTE: University checks require at least 1 week for processing.
  - Cash Advances: Cash for registration/entry fees, mileage reimbursements, meal stipends, etc.
    - CASH ADVANCE VOUCHERS must be picked up from RecSports Office Mon-Fri 10-6pm and taken to the Cashier in the basement of the Admission Building. Cashier hours are Tues-Fri 10am-12pm and 1-4pm.
    - MEAL STIPENDS (if approved by your club sport supervisor) are: $5 (breakfast), $10 (lunch), $15 (dinner). $30/day maximum.
  - Hotels: Reservations for overnight club travel.
  - Reimbursements: Out-of-pocket expenses approved in advance for reimbursement.
    - Gas reimbursement is $0.20/mile per driver.
  - Transportation: Colgate van, rental vehicle, charter bus, or other form of travel.
    - PLEASE NOTE: If you are traveling in personal vehicles, all student drivers must submit their Personal Car Form so they are permitted to transport other students to club sport events off-campus.
    - VAN DRIVERS must complete the University Van Licensing Process, which can take weeks to months.
  - Equipment: Uniforms, balls, or other equipment needed from the Huntington Cage or other storage area on campus.
    - PLEASE NOTE: In order to allow the Cage staff sufficient time to gather your equipment, please complete this request no later than Thursday prior to a weekend competition.
    - EQUIPMENT PICKUP: Huntington Equipment Cage hours: Mon-Fri 7am-10pm; Sat-Sun 9am-10pm.
  - Any other requests you may have.
- After submitting your requests using the form listed above, check the Club Sport Game/Event Document in your Google folder for confirmations and details.
- Prior to departing campus, complete the appropriate Game Day column in the Club Sport Roster in your Google Folder to indicate which members are traveling for the competition.
- Notify your Club Sport Supervisor and/or the Recreation Department (jvair@colgate.edu; 315-228-7613) of any changes to your schedule or travel AS SOON AS POSSIBLE.

AFTER THE EVENT:

- Return Uniforms to Huntington Cage to be laundered immediately upon return to campus.
- Club Safety Officer must complete an Injury Report within 48 hours after the event.
  - PLEASE NOTE: An injury report is required after all competitions, even if no injuries occurred.
- Complete the Post-Event Summary in the club’s Google Drive Folder within 48 hours after the event.
- Return Cash Advance Forms/Receipts to the Recreation Department within 48 hours after event.

Weekends / After Hours:

The Huntington Cage 315-228-7620 is you point of contact. Let them know if you have game day issues; they can contact B&G, Campus Safety, Rec Sports to assist with your problems.