**CLUB SPORTS HOME GAME CHECK LIST:**

**CLUB FORMS AVAILABLE FOR DOWNLOAD:** [HTTPS://DRIVE.GOOGLE.COM/DRIVE/FOLDERS/0B5BfDS2jdOeiMLEwTHpCR3dwANC](HTTPS://DRIVE.GOOGLE.COM/DRIVE/FOLDERS/0B5BfDS2jdOeiMLEwTHpCR3dwANC)

**BEFORE THE EVENT:**

- Contact opponents to determine potential dates for the competition.
- 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:
  - **Facilities:** Field/court/venue for competition.
    - PLEASE NOTE: Facilities should not be considered reserved until you receive a confirmation from someone in the Department of Recreation!
    - Availability of some facilities can be determined by visiting ems.colgate.edu.
  - **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.
  - **Reimbursements:** Out-of-pocket expenses approved in advance for reimbursement.
  - **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.
    - This may include additional setup, work orders, or the like: fields lined, benches moved, Campus Safety presence, etc.
- 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.
- Make arrangements for Officials:
  - If using student officials/scorekeeper, must register in advance with Julie Vair in the Department of Recreation (jvair@colgate.edu).
  - If hiring other officials: Bring W9 Form to the game, fill out the bottom with game info, and return to Huntington Cage / Julie Vair immediately following the event.
- After submitting your requests using the form listed above, check the Club Sport Game/Event Document in your Google folder for confirmations and details.
  - Confirm that a Student First Responder has been scheduled for the event.
- The day of the event, complete the appropriate Game Day column in the Club Sport Roster in your Google Folder to indicate which members will be participating in the competition.
- Notify your Club Sport Supervisor and/or the Recreation Department (jvair@colgate.edu; 315-228-7613) of any changes to your event 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.
- Return W9 Forms for any officials who need to be paid as soon as possible.

**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.