



Local Sports Club Process

Sent annually to coaches in sports other than football and basketball, the Local Sport Club form must be completed by any coach wishing to coach a local sports club for the upcoming year. The form may be found at:

<https://tinyurl.com/2b5rm446>

The coaching staff member completes general club and position information. The club director is then requested to review and verify the particular elements that are limited by the legislation. They are asked to also include the following information:

- Competition Schedule
- Club Policies
- Membership Criteria
- List of Facilities Used for Practice
 - If facilities are owned by the institution, provide your rental agreement.
- Spreadsheet or other documentation with Name, Grade, Address, Miles from Campus, and Amount Paid for Membership for all prospect aged members of the local sports club.

Following completion by the club director, the participating staff member, the sport administrator, and the compliance office designee all sign off on the paperwork.