

Sample Organizational Meeting Agenda

**Please try to save questions to the end of the presentation if possible.

Prospective player sign-in:

- Sign in sheet
- Online Code of Conduct and Waiver
- Practice locations, days and times

Short Introductions:

- Officers
- Coaches
- Patty and/or Kris

Information Sheet:

- Tryouts (if applicable)
- Number of Team(s)
- Commitment and club member expectations
- Tournaments/playing time
- Fundraising
 - What is the club planning/budgeting?
 - Importance of fundraising
- Dues
 - Pay for competitions, coaches, gear
 - May pay in increments (1-2)
 - Must submit two separate checks (dues and gear)

Important Points and Policies:

- Alcohol policy
- Hazing policy
- Social Media/Webpage appropriateness
- Emergency contacts – phone tree
- Philosophy of Collegiate Sport Clubs – Student operated
- Election of officers
- Participation in Sport Club Council – 3 meetings per semester
- Student excuse forms
- Travel policy-dress
- Equipment/Uniform Checkout Policies
- Field/Facility Care Policies and Expectations