

Club Event Report Process

1. Clubs are required to submit a report of athletic competition results.
2. The report is to be submitted as a word document, attached to an e-mail to the assistant director, club sports.
3. The report is to be submitted no later than the Monday, 11:00 am, following the competition. If a competition is scheduled during fall or spring break, the results should be submitted during that time, but no later than Monday, 11:00 am, following break.

If a club officer cannot, for any reason, submit this report via e-mail attachment, the officer must call the assistant director at the office phone (574-631-6192) and leave the information in a voice message.

4. The report is to include the following:
 - i. club name
 - ii. competition or event name
 - iii. location and name of venue
 - iv. dates of competition
 - v. names of opponents and their rankings
 - vi. results of team, individual performances
 - vii. descriptive coverage of action (requested, not required)
 - viii. correct spelling of club members' names
 - ix. date and site of next club competition
5. The club report is to be reviewed by the assistant director. He then will write an article about the club.
6. This club write-up will be placed in an article that includes write-ups of all club reports submitted for that weekend's competition.
7. The article is then passed to the following:
 - i. sports editor, The Observer, for publication
 - ii. Director, RecSports, for publication on the RecSports list serve
 - iii. Senior Staff Assistant, for inclusion in results section of clubs on the RecSports website
 - iv. Deputy Director of Athletics, to inform athletic department of club activity
8. The reports are kept in computer records in the assistant director's office.