Sport club officers are required to complete and submit an activity report every Sunday night during both the fall and spring semesters; in cases where a club is active, the summer semester as well. This allows CRS to maintain a record of the club’s activity throughout the year. Activity reports are helpful for both CRS and the club in the following ways: keeping regular contact with CRS, reporting any problems/issues with facilities/activities, reporting competition results, and to notify CRS of accidents and incidents.

Because activity reports are a valuable source of information, they must be submitted weekly. Failure to complete and submit an activity report will result the following sanctions:

1st missed report $75 fine
2nd missed report Cancellation of one week of practice/cancellation of the next competition
3rd missed report Suspension of club activities until the club officers have met with the Assistant Director-Sport Clubs

Activity reports are submitted online through the Sport Club website. First, chose your club from the Club Listing page:

Then scroll to the bottom of the page and log into the site with your University log-in:

Once logged in, you will see your club’s information, as well as four (4) buttons at the top of the page. Select the Activity Report button:
The Activity reports page will open. Select New Report to open a blank activity report.

Please remember to be as thorough as possible when completing weekly activity reports. Include competition scores, incidents/accidents, and meeting topics discussed. These are a great way to keep CRS informed of all of the great things accomplished from week to week, and will be used by CRS to help determine facility and budget allocations for the following year.