

Bronze Tier Action Plan

Benchmark	Description
1. Complete Sport Safety training program	Each officer must accomplish SafeSport training. Submit the names of each officer who completed the training.
2. Develop & update an organizational website or social media	Set up a public account on any of the listed websites: Facebook, Twitter, Instagram, Snapchat, etc. Additional websites will be given consideration. Submit the direct link on the application for completion.
3. Establish club policies/constitution/manual etc.	Constitution must include, at a minimum: <ol style="list-style-type: none"> 1. Officer selection process and criteria for selection (ex: timeline, semesters involved/remaining, experience, voting process) 2. Officer and committee chair (if utilized) position descriptions/expectations (president...; Recruiting chair...; Social chair, etc) 3. Club behavioral expectations during play (ex: arguing with referees) <ol style="list-style-type: none"> a. Disciplinary action for breach of behavioral expectations (ex: cannot play in next match) 4. Foundation for recruiting plan (ex: 2 events in fall, 3 in spring) Submit as an attachment to the application for completion.
4. Consistent ongoing recruitment programming	Submit an annual recruiting plan; can range from posting flyers to attending/volunteering at campus events. Dates do not need to be specific, but needs to be a clearly defined plan & types of events need to be addressed. The more specific the plan, the more likely events will be successful. IE: Fall Semester: Sep - Volunteer at RecFest, Oct – sidewalk chalk, Nov – event at campus rec
5. Semester club evaluation	Schedule a meeting each semester with the Competitive Sports Staff. The entire executive board should be present. List meeting dates each semester.
6. Equipment Usage & Storage	Equipment is to be securely & neatly stored in its proper location. If for any reason equipment cannot be properly stored (ex: other NIU equipment is in the way) communicate with CS staff & store neatly nearby. Must have NIU staff member sign (email to CS staff) semesterly stating appropriate storage.
7. Develop and provide a calendar of events to the public	Maintain a regularly updated electronic Calendar of events during active semester(s). This can be through social media sites or alternative sites. the link or hard copy must be attached to the final application for review.
8. Completion of ALL forms on Huskie Link ON TIME	All deadlines and due dates are clearly stated and distributed to clubs early in the semester, additionally, they are posted on the website. Without exception, ALL required Huskie Link forms must be submitted PRIOR to listed deadline. Any travel requests submitted late – WILL BE DENIED. If for any reason a club is having difficulty submitting a form or something comes up last minute, communicate ASAP. List any forms not submitted by deadline with an explanation & what efforts were made at communication – CS staff will keep track of any/all delayed forms.
9. Goal-setting process for clubs	By the end of the season, must develop 3 distinct goals. Long term, short term, or a mixture. Explain each & include a plan of action to accomplish within the next year. All three goals need to follow the ‘SMART’ principles. Goal-setting Form can be found in the Documents tab of Campus Recreation’s Huskie Link page.
10. Attendance at all CS club meetings is mandatory	1 representative must attend, can switch as needed during the meeting to ensure a member is present for the ENTIRE duration. Must sign in & out. List the members that attended each meeting; CS staff will confirm records match.
11. Meet fundraising goal	Meet the min fundraising goal for the year. Submit: total amount raised and means by which the funds were raised (ex: car wash, cookout, etc.)
12. Grade Point Average	min 2.0 for the year. This is an average of the entire club; the GPA is cumulative.

Submit Final Application for Bronze Tier by APRIL 1st. No late submissions will be accepted.

Each benchmark must be documented and provided along with application.