
FRA Recreation Club and Athletic League Process and Procedures

This procedure ensures compliance with FRA policies and approved participation and verification of all participants. The FRA Recreations Oversight Committee will review and approve all recreation clubs and athletic leagues on a yearly basis. Clubs and Athletic Leagues must follow the following procedure:

1. Fermilab Clubs and Athletic League representatives will review the [Policy on Fermilab Recreation Programs](#) and submit the following documents to the Recreation Manager for approval by the FRA Recreations Oversight Committee on a yearly basis, or as bylaws/rules change:
 - a. [Fermilab Club and Athletic League Application](#)
 - b. Club/League ByLaws or Rules ([Template for Club and League ByLaws](#))
2. FRA Recreations Oversight Board will review, approve, or deny club request
3. Clubs/Leagues will be notified of decision by the Recreations Manager
4. Fermilab Clubs and Athletic League representatives will submit the following documents to the Recreation Manager on a yearly basis:
 - a. Club/League Membership list
 - b. All fees collected from participants in Clubs and Leagues must be documented and submitted for review by the FRA Recreation Oversight Committee on an annual basis specifying the amount collected and from whom, as well as the use of the funds.
5. All club and athletic league participants are to have an active medical insurance policy and a completed Recreation Waiver on file. The Recreation Waiver should be completed in WorkDay ([instructions for completing the Recreation Waiver in WorkDay](#)). Adult family members should complete the fillable [Recreation Waiver](#) form and submit it to the Recreation Manager prior to participation.
6. Clubs and Leagues will report all injuries to the Recreation Manager within 24 hours by completing a [Recreations Program Injury Report](#) and emailing it to the Recreation Manager.
7. All clubs and leagues intending to host a special event should read and adhere to the [Policy on Fermilab Events](#).

Applicable Policies and Forms

- [Policy on Fermilab Recreation Programs](#)
- [Fermilab Club and Athletic League Application](#)
- [Template for Recreation Club and League Bylaws](#)
- [Recreation Waiver](#)
- [Instructions for completing Recreation Waiver in WorkDay](#)
- [Recreations Program Injury Report Form](#)
- [Policy on Fermilab Events](#)

Questions:

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