



## New Club Checklist

Name of Club: \_\_\_\_\_

- Completed New USPA Club Application    Date \_\_\_\_\_
- Own or Lease Facility (attach a copy of lease or proof of ownership, if you lease more than one facility, a copy of each lease will be required)
- Club has 3+ Registered Player Members (Will need to have 6+ RP to come off provisional status)
- Delegate is a Registered Player Member
- List of Officers; with individual confirmations that they are assuming the role as an officer (All individuals listed must be current members of the USPA).
- Certificate of Insurance (\$1 million liability)
- Photographs of facility, fields, arena, barns, etc.
- Club By-Laws, signed by Officers
- Stated Intent/Purpose of Club (Develop, growth, host tournaments, Youth programs)

### Next Steps:

1. Once all the above documentation is received it will be sent to the Circuit Governor for approval.  
Circuit Governor Approval Date \_\_\_\_\_
2. Once the Circuit Governor has approved, the documentation will be submitted to Membership Administration Committee three weeks prior to the Executive Committee Meeting.  
Sent to Membership Administration Committee Date \_\_\_\_\_
3. Following the approval of the Club Compliance Committee the documentation and approvals will be sent to the Executive Committee one week prior to the meeting, which is held on the third Monday of each month.  
Sent to Executive Committee Date \_\_\_\_\_

The Committees meet monthly so depending on the date of submission, this process can take a few months for the entire review process.

If you have any questions, please call the USPA at 800-232-8772