

Sport Club Recognition

The following steps must be taken in order to become a recognized Sport Club:

- 1) Consult with the Director of Intramurals and Recreation to discuss the possibilities, requirements, and benefits of becoming a sport club.
- 2) Become familiar with the policies and procedures in the Sport Club handbook and Sport Club Council Constitution.
- 3) Hold an organizational meeting to attract members and assess interest.
- 4) Develop and adopt a constitution and by-laws.
 - i. All organizations need a set of operational guidelines or rules by which the members are governed. These rules or constitution, provide a framework for the club and express the fundamentals of the club's existence. The constitution should be easily understood and examined yearly By-laws and standing rules help keep the constitution up to date and help keep the club operating efficiently.
- 5) Download from the sport club webpage, complete and submit an "Intent to Organize" form to the Office of Intramurals and Recreation along with a written constitution which justifies the organizations existence.
- 6) At a SCC meeting, the organizers present their proposal to be admitted to the SCC. The proposed organization will then need to be approved by a two-thirds vote of the SCC.
- 7) For more detail description of the process, please see the Club Sports Council Constitution.
- 8) Once the club is accepted into the SCC they will be required to register the club on IMLeagues and work with Student Senate bookkeeper to start the club's account.
- 9) In order to start club activities two members must be CPR/First Aid/AED certified and go through safety officer training.
- 10) New clubs must spend at-least one year in the conditional tier to demonstrate stability in attracting campus-wide participation and accomplishing the club's stated purpose. During this probationary period, clubs are required to be financially self-supporting as a maximum of \$150 will be allocated for essential startup cost.
- 11) While on the conditional tier the club officers must have a monthly meeting with the Director of Intramurals and Recreation and an assigned mentor from the Sport Club Council.