

How to Operate a New Club Sport

Updated by Club Sports Administration 1/19/23

What is Club Sports?

Campus Recreation Club Sports Program focuses on the competitive components of running a Club Sport. The Club Sports Administration has the resources and experience to advise club sports teams at both national and regional levels. We have collaborations and understandings with partners on-campus to provide facility space, marketing, and other resources for our club sport teams. Below is our definition and philosophy of Club Sports:

We define Club Sports as

Club Sports are student clubs that promote and develop interest in a particular sport. They provide recreation, instruction and competition at the intercollegiate level. (Club Sports Handbook 1.2)

Our philosophy as a Club Sports program is

Club Sports are student-run organizations for those who have a passion for a particular sport or who want to learn a new sport. The Club Sport program emphasizes leadership, education and service through the sports it offers. While all Club Sports are competitive, they also stress skill development, team-building, and socialization. (Club Sports Handbook 1.3)

Steps to becoming a Club Sport

The process below is to serve as a guide and checklist for new club sport teams to follow to become successful. We know that each club sport team is unique in their own ways of being successful. There are structural measures in place that make all club sport teams successful. That is the intention of the Onboarding, Integration, and Establishment process. Please work with the Club Sports Administration, Club Sports Council, and other clubs to complete the transition process.

New Club Provisionary Period

All new club sport programs will enter a provisional period after the onboarding process is complete. The provisional period is meant to serve as a time to see if the new club sport has the interest to sustain itself. The provisional period will last between 1-3 semesters based on various factors related to the new club's level of preparation in completing the requirements to become a competitive club sport. The Club Sports Administration will inform club's when they are ready to complete their provisional period and have a designated Club Sports Administrator to help the new club sport onboard.



Onboarding Process

These are the initial steps a new club is expected to take in either transitioning or establishing as a new Club Sport for Campus Recreation.

- Meet with the Club Sports Administration
 - This would either be with the Coordinator of Rec Sports and/or the Associate Director of Programs and Communication
- Have leaders in place to run the club sport. Please know that the more leaders you have, the more successful your club tends to be. Leaders gain valuable volunteer and leadership experience by helping manage your club.
 - Needed:
 - 1 to 2 leaders
 - President and Vice President or Co-presidents
 - Preferred:
 - 1 to 4 leaders
 - President, Vice President, Treasurer, and Secretary
- Have at least the minimum needed members for a match or game consistently going to events/practices.
 - Sport teams can vary in size and players needed to compete. We ask that if the sport is a team based sport that there are members interested in forming the club sport to take on the initial development process. The development process included but not limited to recruitment, fundraising, and community building
 - For individual competition clubs, that is a separate conversation and expectation

Integration Process

- Develop your club's Bylaws/Constitution
 - Why: This brings structure to the intention of the club sport and helps in defining roles and responsibilities of leaders.
 - [W Club Sport constitution-guide.docx](#)
- Find an association to join and/or have a list of other universities that your team can compete with.
- Establish a practice schedule
 - Securing facility space and time at the appropriate facility rental process.
- Coordinate financial structure to sustain the club in the competition.
 - Reference the How to Fundraise document (Club Sports Handbook 13.4)
 - Coordinate with the Club Sports Administration to agree on a sustainable number of members to stay active.
 - This is to help ensure the longevity of the new club sport.



Establishment Process

- Meeting with the Club Sports Council to present your club sport progress and success
 - This meeting will give the final stamp of approval to the new club sport
- Meet with your Club Sport Administration representative, to finalize the establishment of your club sport.

Resources

The following are resources that you can use throughout your transitional process.

Marketing:

- Graphic Designer
- Digital Media Signage
- Tabling
 - On-Campus
 - Campus Recreation
- Social Media
- Website

Facility Space

- Caven Williams
- Lincoln Turf Fields
- Intramural Sports Grass Fields
- Campus Recreation
 - Aquatics Complex
 - Studios
 - Court
 - Classroom

Apparel and Team gear

- BSN Sports
 - Shawn McEntire
- Amazon account

