

# ESTABLISHING A NEW SPORT CLUB

*Students who are interested in starting a new sport club should be aware that significant administrative and organizational responsibilities accompany the acceptance of a leadership role within a club. Students are advised to perform an honest assessment of their own time management skills and their commitment to establishing a club for long -term success prior to beginning the application process described below.*

*There is no guarantee that every group that applies for recognition as a Sport Club will be accepted. Each submitted application is given serious consideration, and is weighed heavily against our resources, the needs of the student population, and the potential impact the creation of a new club would have on existing clubs. As such, and to improve your chances of successfully establishing a new club, please give this application the attention and careful consideration that it demands. This is not and cannot be the type of application you fill out in one night; it is meant to be a semester -long process to gather information, find others willing to assist you in the creation of the club, and to ensure long -term success .*

## *Criteria for Admission*

*In order to be recognized by the Sport Club Program, the group must complete the following tasks/meet the following criteria:*

- 1. Provide a valid service to SUNY Cortland that does not already exist.*
- 2. Be consistent with the philosophy and objectives of the Sport Club program.*
- 3. Engage in an activity that is recreational, competitive and/or instructional in nature.*
- 4. Prove that a minimum of 10 SUNY Cortland students would be interested in joining this club, were it to be successfully established.*
- 5. Prove that suitable facilities and equipment are available or are readily attainable, such that the club can regularly meet, practice, and compete (if competition is a stated objective of the club).*
- 6. The group must not create a demand for resources (supervision, facilities, financial, etc.) greater than that which can be met by the Sport Club office.*
- 7. The group must not have an excessive amount of risk involved with the proposed activity. In all cases, this shall be determined by the campus.*

*Prospective new clubs should also be aware of the following rules related to the establishment of a new club. New clubs are:*

- 1. Ineligible to begin activities until the start of the semester that follows approval by the Sport Club Advisory Board.*
- 2. Placed on probation for the first full academic year (2 semesters) of their existence, during which time they will be expected, among other things, to maintain minimum membership standards, remain free from disciplinary concerns/in good standing with the Sport Club office, and actively participate in recruitment and fundraising efforts.*
- 3. Accepted into the sport club program as a Tier 4 (probationary) club, which does not afford them any initial financial support from the Sport Club office. Once accepted , new clubs can petition for Tier 3 funding at the next available opportunity.*

## ***Application Process***

- 1. Schedule an initial meeting with the Assistant Director of Campus Recreation to discuss the purpose/objectives of the proposed new club.***
- 2. Fully complete a New Sport Club Application and all other required materials as indicated on the application at least one month prior to the last day of classes of the semester that the application is being submitted.***
- 3. Schedule and host an interest meeting for interested students to learn more information about the proposed club and your plans for establishing it.***
- 4. Schedule a second meeting with the Assistant Director of Campus Recreation to review the application, prepare for the presentation to the Board, and receive approval to proceed with the application process. All intended officers must be present at this meeting.***
- 5. Present the application to the Sport Club Advisory Board and be approved by a 2/3 majority vote of members present. Presentations will only be heard at the last scheduled Board meeting of each semester.***
- 6. If successfully established, all officers must complete all required training/tasks prior to the start of club activities.***



## New Sport Club Application

Sport Club Name: \_\_\_\_\_

Date: \_\_\_\_\_

Nature of Club:  Competitive  Recreational  Instructional

Membership Information:  Men  Women  Co-Ed

Expected/desired # of members: \_\_\_\_\_

Would tryouts be conducted to determine membership?  Yes  No

Would total membership be capped/limited in any way?  Yes  No

Timeframe(s) Club Plans to be Active:  Fall semester  Winter Season (Nov-Mar)  Spring semester

Is there a National Governing Body (NGB) or any other established organization that this club would want to join?  Yes  No

If yes, please provide the following information related to the NGB:

Name of Organization: \_\_\_\_\_

Website Address: \_\_\_\_\_ Fees Associated with Joining: \_\_\_\_\_

Would the club anticipate needing to travel to participate in events/competitions?  Yes  No

If yes, please provide the following information related to potential travel:

How many times do you anticipate the club would travel each year?  **No travel**  1-5 trips  6+ trips

What are some potential locations that the club might travel to? \_\_\_\_\_

Would a coach or instructor be required/desired by the club?  Yes  No

If yes, please provide the following information related to having a coach/instructor:

This person would be a:  Volunteer  Paid coach/instructor

Do you have someone in mind to serve as a coach/instructor?  Yes  No

Potential coach/instructor:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Potential Salary: \_\_\_\_\_

At least four (4) students should be willing to assume leadership roles within the club in order to assist with the daily operations of the club, to serve as liaisons between the membership of the club and the Sport Club office, and to complete the required administrative tasks associated with maintaining the club. Please provide the required information for each potential officer below.

<i>Officer Position: President</i>	<i>Officer Position: Treasurer</i>
<i>Name:</i>	<i>Name:</i>
<i>Telephone Number:</i>	<i>Telephone Number:</i>
<i>Email Address:</i>	<i>Email Address:</i>
<i>Graduating Semester and Year:</i>	<i>Graduating Semester and Year:</i>
<i>Cortland ID#:</i>	<i>Cortland ID#:</i>
<i>Signature/Date:</i>	<i>Signature/Date:</i>

<i>Officer Position: Vice President</i>	<i>Officer Position: Secretary</i>
<i>Name:</i>	<i>Name:</i>
<i>Telephone Number:</i>	<i>Telephone Number:</i>
<i>Email Address:</i>	<i>Email Address:</i>
<i>Graduating Semester and Year:</i>	<i>Graduating Semester and Year:</i>
<i>Cortland ID#:</i>	<i>Cortland ID#:</i>
<i>Signature/Date:</i>	<i>Signature/Date:</i>

Each club is also required to have a club advisor to provide guidance and leadership to the club and its members. A full description of the roles and responsibilities of an advisor can be found in the Sport Club Handbook. Please review this information with any prospective full-time faculty or staff member who you would like to serve as your club's advisor.

Advisor's Name: \_\_\_\_\_

Advisor's Title: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

By signing this form, I agree to serve as the Sport Club Advisor for this club for this academic year, should their application for membership in the Sport Club Program be approved.

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Planning and Projecting

On separate sheets of paper, please submit detailed answers for each of the following questions.

1. What is the intended purpose/objective of this club?
2. Why is your group interested in establishing this club?
3. What needs or interests will this club meet that are not already being met somewhere else on campus?
4. What contributions/benefits would this club provide to the campus community and the Sport Club program?
5. Describe any inherent risks associated with this activity. For example, excessive contact, common injuries, frequent required travel, etc. What steps could be taken to minimize these risks?
6. Which facilities would your club require access to for practices and/or events? How many weekly practices does your group envision wanting to conduct?
7. If applicable, please describe what benefits affiliation with an NGB would afford the club. Are there any opportunities for participation in local, regional, or national competitions or events?
8. List 3-4 goals the club would have during its first year of existence.
9. Please list and describe 2-3 ideas to address each of the following areas: how the club would advertise/market itself to the campus community; how the club plans to recruit new members; what fundraising activities the club would conduct to generate revenue.

## Supporting Documentation

Please submit this application form in conjunction with the following supporting materials:

- An initial draft of the club's constitution. Please use the Constitution Guide in the Sport Club Handbook to assist you in the development of a club constitution.
- A completed petition form, available on the next page, with the names, signatures, and email addresses of a minimum of ten (10) SUNY Cortland students who would be interested in joining this club, were it to be successfully established.
- A "Blank Budget Request" form, available on the "Forms" page of the Sport Club website. This budget should be used to estimate all expenses and revenue for the club during its first full year of existence. New clubs are ineligible for funding, so any planned expenses should be fully covered by any revenue that is generated.
- Any other supporting materials that you would like to include to enhance your club's application. For example, information regarding your NGB, personal statements, information about your sport/activity, etc.

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## OFFICE USE ONLY

Date Application Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Application Includes:

Completed Application Form

Permission to proceed:

Advisory Board voted to:  Approve  Deny

Constitution

Petition Form

Accepted into the Sport Club Program?:  Yes

No

SC Administration Signature: \_\_\_\_\_

Sample Budget

Date: \_\_\_\_\_



## Petition to Form a New Sport Club

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

By signing this petition, you are simply indicating that you would potentially have an interest in joining this club if it were approved as a member of the Sport Club program. Signing this petition does not obligate you to join the club, nor does it require you to pay any fees associated with membership in the club.

	Name	Signature	C#
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Attach additional pages, if necessary.