

NEW SPORT CLUB PETITION PROCESS

- 1. Meet with the Assistant Director of Sport Clubs.** Present all required documents as explained in the “New Sport Club Requirements” document. Please upload all required documentation [here](#) before scheduling this meeting. If you don’t meet all of the requirements in this document, we are still willing to meet to guide you through the process.
- 2. Acceptance by the Sport Club Administrative Board.** If the Assistant Director of Sport Clubs determines that all criteria have been satisfied, the petition will be placed on the agenda at the next Sport Club Administrative Board meeting. This group serves as an advisory board to the Sport Program office. The petitioning club will present fulfillments of all requirements to the Board. Acceptance is granted by two-thirds vote of the quorum.
- 3. Acceptance by the Sport Club Council.** The applying club’s chief officer will make a verbal request by means of a presentation to the Sport Club Council for membership to that body. A vote will take place at that time or it may be postponed to the next Sport Club Council meeting if additional information is required. Completion of the Sport Club registration does not constitute endorsement of an individual club. Acceptance is granted by two-thirds vote of the quorum.
- 4. Acceptance by the Assistant Director of Sport Clubs.** Taking the vote of the Sport Club Council and all criteria into consideration, the Assistant Director of Sport Clubs has final approval of a club’s acceptance. The decision of the Assistant Director of Sport Clubs may be appealed to the Associate Director of Programs. Once accepted as an approved Sport Club, the club shall then be governed by policies established by the University, University Recreation & Wellbeing Sport Club Program and the Sport Club Council.
- 5. Probationary Period.** Upon acceptance into the Sport Club Program, the new club will serve a one-year probationary period per the Sport Club Council by-laws. Any new club will serve a two-year financial probationary period imposed by the University Recreation & Wellbeing. During this time, the club will not be eligible to receive any Rec Well funds while securing funds through external donations and fundraising. Equipment will not be provided or purchased by University Recreation & Wellbeing to facilitate any new clubs. New clubs have the ability to apply to Sport Club support funds outside of Rec Well funds.