



How to Start a New Sport Club:

NEW CLUB RECOGNITION

A prospective Sport Club must meet all of the following criteria to obtain Sport Club Membership within KU Recreation Services:

1. **Your Club must be a registered Student Organization with KU and on Rock Chalk Central for at least a year before possible acceptance into the Sport Club Program** - Containing at least 3 officers (President, Vice President, and Treasurer), Advisor, and roster of at least 8 student members
2. **Submit a “Request for Membership”** document to a Sport Club Program Manager along with the required documents attached:
 - a. Written proposal that should include the following:
 - i. How your organization is consistent with the KU Recreation Services' purpose and mission statement.
 - ii. Why your organization feels it should be a Sport Club at KU.
 - iii. How your organization plans to aid in the development of the Sport Club Program as a whole.
 - iv. Why your organization feels that it should be allowed KU Recreation Facility space
 - v. List of other institutions that have your specific club within the Big 12 or regionally
 - b. Budget Mockup
 - i. Is a document (preferably excel sheet) that estimates a majority of the expenses that will be incurred by the club's operations.
 - c. Constitution
 - i. A club's constitution should be your “operating guide” on how the club should run, make decisions, and any other important matters that may arise.
 - ii. A “Constitution Guide” can be obtained online
3. **Meet the definition of a Sport Club**
 - a. A University of Kansas Sport Club is a registered student organization recognized by the Sport Club Executive Board and formed by individuals with a common interest and desire to participate in a sport or recreational activity that is non-sedentary and involves rigorous physical exertion. Clubs may be competitive, recreational, or instructional in nature, or may have any combination of these characteristics. Sport Clubs are administratively supported by the KU Recreation Services; however, there is an emphasis on student leadership as the clubs are student-organized, student-managed, and student-operated.
4. **Open a SOFAS (Student Organizations Financial Accounting Systems) Account**
 - a. New account checklist
 - i. SILC Registration - <http://www.silc.ku.edu>
 - ii. Address form - <http://www.procurement.ku.edu/sofas>
 - iii. Signature card form - <http://www.procurement.ku.edu/sofas>
 - iv. Letter of Purpose - Your faculty advisor will submit a letter that explains the purpose and plans of you organization, along with their signature.
 - b. Any Questions about SOFAS?

- i. Contact the SOFAS Coordinator – Lisa Hetrick, lisahetrick@ku.edu

Voting Procedure

After the aforementioned prerequisites have been met, the Sport Club Executive Board will vote on their recommendation to induct the prospective organization into the Sport Club Program via the voting procedures as listed in the Sport Club Handbook. The current Sport Club Executive Board members will vote via confidential documentation. After the Executive Board confirms their recommendation, each club president will have the opportunity to vote on the prospective clubs acceptance into the Sport Club Program. The prospective organization will be notified via email on its acceptance or declination to the Sport Club Program.

First Year Sport Club Probationary Status

Upon acceptance into the Sport Club Program the new sport club must complete the following steps within their probationary year:

- Complete registration on DoSportsEasyKU.com
- Attend a New Sport Club Training Meeting with the Assistant Director of Sport Clubs and Program Managers
- Maintain a Report Card Grade of at least 60%
- Generate at least \$200

*Upon acceptance into the Sport Club program, during the first year of probationary status, Sport Clubs are eligible to apply for up to \$500. Upon completion of one year probationary status the executive board will determine, based on the clubs' report card grade, generated income, and overall participation within the sport club program whether the status of the club will be renewed and if the club will have full membership within the Sport Club program.