

HOW TO START A CLUB SPORT

1. Contact the Club Sports Director and submit a New Club Application one quarter prior to the season in which the club would like to participate. Application is located at:
<http://www.campusrec.uci.edu/club/> under the starting a new club section.
2. Schedule meeting with Club Sports Director to discuss the possibilities, requirements, and benefits of becoming a club sport.
3. The club must show it has a minimum of 10 members willing to pay dues. A club constitution is required to be submitted. Club operational by-laws should also be established. Submit copies of rules, regulations and constitutions of all national organizations or governing bodies.
4. Club must prove there is interested, involved and committed student leadership capable of organizing and leading the club. Clubs must also become familiar with the policies and procedures in the Club Sports handbook.
5. When applying for recognition as a club sport, the following areas will be reviewed prior to making a decision:
 - a. Peer institution involvement, availability of appropriate collegiate competition within a reasonable geographic area
 - b. Availability for regional competition and/or affiliation with a National Association, League, or other governing body
 - c. Facility space and availability, availability of safe, suitable facilities and equipment to meet the clubs' needs
 - d. Fiscal and personnel resources, ability to meet club's financial needs
 - e. Complete risk management assessment, approval of UCI police department, risk management, and University insurance
 - f. Maintain solely a student-based membership (see Membership guidelines)
 - g. Proper instruction, training, and skill progression
6. Club must submit an operational budget for the first year of their existence. Within the budget, fund raising and management must be defined.
7. New clubs must spend one year on probation to demonstrate stability in terms of attracting campus-wide participation and in terms of accomplishing the club's stated purpose. During this probationary period, clubs are required to be financially self-supporting, as no funds will be allocated.
8. Register with the Office of the Dean of Students; submit copies of the required paperwork to the Campus Recreation Club Sport Office. Charter recognition is the process by which a student organization is officially acknowledged by the DOS and UCI as a recognized group. Charter recognition does not imply endorsement of the positions taken by the group or assume responsibility for actions taken by the group which violate federal, state, or local laws. Specific privileges are acquired upon recognition which includes the right to schedule University facilities at reduced rates, and the right to request funding (if eligible). The chartered organization must follow and uphold the policies and procedures outlined in the University of California Policies Applying to Campus Activities, Organizations, and Students. To register a club on campus follow these procedures:
 - Step 1: Download the registration forms (for a new group) or complete the online registration for an existing group located at:
<http://search.dos.uci.edu/organizations/registration.html>
 - Step 2: Complete the registration forms, submit registration payment and the most current club constitution to the Dean of Students Office. Please ask for a photocopy for Club Sports administrative records to demonstrate club enrollment. The DOS office is located in the UCI Student Center South Wing on the 3rd floor.
 - Step 3: Club representatives must also complete mandatory online training for the Dean of Student's clubs and organizations program, know as the Campus Organization On-Line Orientation (C.O.O.L. training).