

HOW TO START A CLUB

Criteria Used to Recognize a Club Sport

Interested organizations must meet the following minimum criteria before applying for Club Sport status.

- Be a competitive sport activity (regularly scheduled competition, league play, and or may culminate in a regional or national tournament)
- Sport must be affiliated with a National Association, League, or other governing body
- Have a representative of the club meet with the Director of Club Sports

New Club Application Process

If your organization meets the minimum standards listed above, the process for applying for Club Sport status is as follows:

1. Meet with the Director of Club Sports to discuss the rules, regulations, policies, and expectations of clubs administered by the Department of Campus Recreation.
2. If the club wishes to pursue recognition, they must submit the following to the Club Sport Director in written proposal:
 - a. Club must show it has a minimum of 10 members willing to pay dues.
 - i. A roster of interested students demonstrating a demand for the activity.
 - b. A annual calendar of proposed activities for the club
 - c. An operational budget for the first year of existence. Within the budget, fundraising and management must be defined.
 - d. A risk management review of the proposed activities for the club
 - e. Club must prove there is interested, involved and committed student leadership capable of organizing and leading the club.
 - i. Provide Name, address and phone number of each club officer
 - f. A club constitution is required to be submitted. Club operational by-laws should also be established.
 - g. Facility space required on a weekly basis for practices/games
 - h. Information concerning the club's national association, league or other governing body affiliation
 - i. List of area and regional competitors

When applying for recognition as a club sport, the following areas will be reviewed prior to making a decision:

1. Peer institution involvement, availability of appropriate collegiate competition within a reasonable geographic area
2. Availability for regional competition and/or affiliation with a National Association, League, or other governing body
3. Facility space and availability, availability of safe, suitable facilities and equipment to meet the clubs' needs
4. Fiscal and personnel resources, ability to meet club's financial needs
5. Complete risk management assessment, approval of UCI police department, risk management, and University insurance
6. Maintain solely a student-based membership (see Membership guidelines)
7. Proper instruction, training, and skill progression

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.

If granted approval the club must complete the following:

Register with the Office of the Student Life & Leadership; 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 SLL 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: Complete the online registration forms (for both new & existing organizations) located at: <http://www.campusorgs.uci.edu/registration/>

Step 2: Complete the registration forms, submit registration payment and the most current club constitution to the Student Life & Leadership Office. Please ask for a photocopy for Club Sports administrative records to demonstrate club enrollment. The SLL 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 Student Life & Leadership clubs and organizations program, known as the Campus Organization On-Line Orientation (C.O.O.L. training).