

- 1. Meet with the Assistant Director of Competitive Sports.** 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 Executive Board.** If the Assistant Director of Competitive Sports determines that all criteria have been satisfied, the petition will be placed on the agenda at the next Sport Clubs Executive Board meeting. This group serves as an advisory board to the Competitive Sports 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 Clubs Council.** The applying club’s chief officer will make a verbal request by means of a presentation to the Sport Clubs Council for membership to that body. A vote will take place at that time or it may be postponed to the next Sport Clubs Council meeting if additional information is required. Completion of the Sport Clubs 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 Competitive Sports.** Taking the vote of the Sport Clubs Council and all criteria into consideration, the Assistant Director of Competitive Sports has final approval of a club’s acceptance. The decision of the Assistant Director of Competitive Sports 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, the Division of Recreational Sports Sport Clubs program and the Sport Clubs Council.
- 5. Probationary Period.** Upon acceptance into the Sport Clubs program, the new club will serve a one-year probationary period per the Sport Clubs Council by-laws. Any new club will serve a four-year financial probationary period imposed by the Division of Recreational Sports. During this time, the club will not be eligible to receive any Sport Clubs funds (DRS) while securing funds through external donations and fundraising. Equipment will not be provided or purchased by the Division of Recreational Sports to facilitate any new clubs.