

Checklist for Starting a Sport Club

Club _____ Date _____

Name of Student _____ Phone _____

Email Address _____

The following steps must be completed before a club can be started:

- A.
- 1. Contact the Rec. Sports Office for Assistance.
 - 2. The Student Activity Organization Registration must be completed on-line. This form can be found at: <https://orgsync.com/login/university-of-north-texas>. A club must be approved and recognized by Student Activities prior to applying to become a Sport Club. Contact Student Activities for assistance: 940-565-3807.
- B.
- 1. A Sport Club Application must be submitted identifying a Student Leader and an alternate officer.
 - 2. A constitution must be submitted (An example can be acquired from the Rec. Sports Office).
 - 3. Information must be provided about the specific needs of the club (Facility, equipment, etc.).
 - 4. A Risk Management Questionnaire must be completed if the activity is not offered through Rec. Sports (check for an existing waiver); this information will assist the Recreational Sports Department in assistance from the University's Risk Management Department in approving the proposed activity. The Recreational Sports Department reserves the right to deny any activity for health or safety reasons.
 - 5. A certified instructor is required for all forms of Martial Arts and any other activity depending on the risk (if the instructor does not have a CERTIFICATION TO INSTRUCT, a letter from the organization on letterhead must be supplied stating that individual is qualified to instruct).
 - 6. The Club must publicize an interest meeting on campus since all clubs are open for all UNT students to participate (The office of Rec. Sports will assist you in developing a flyer and reserving a space for the meeting).
 - 7. Submit a roster with at least 10 currently enrolled UNT students stating their interest in participation with the club.
 - 8. A competition schedule must be provided (Include information on leagues, league bylaws, fees, schools involved, any insurance information, and any other pertinent information).
 - 9. A practice schedule must be provided (A Facility Request Form can be acquired from the Rec. Sports Office).
 - 10. A budget of projected expenses must be submitted (A Budget Request Form can be acquired from the Rec. Sports Office).
- C.
- 1. The Student Leader must appear before the Sport Club Council to request approval to be a Sport Club.
 - 2. The Sport Club Leader & Sport Club Faculty/Sponsor Manual Form must be submitted.

-----OFFICE USE ONLY-----

Date Approved: Student Activities/Org Sync _____ Risk Assessment _____

Club Approved to Present to SC Committee: Asst. Director _____ Associate Director _____ Director of Rec Sports _____

Date Club was Accepted: _____