Thank you for your interest in starting a USD Sport Club. We always encourage new opportunities for students to be involved on campus. Starting and administering a new club requires a lot of time and effort. Please read this packet to gain a better understanding of the USD Sport Clubs program and the requirements to get your club up and running.

**Mission and Philosophy:**
*Mission*—To make opportunities available to students, staff and faculty for the instruction and participation in a wide range of recreational and competitive programs and to assist in the development of sound lifelong leisure values and skills.

*Philosophy*—USD Sport Clubs are official student organizations under the Associated Students, meaning they are entirely student-run. The Campus Recreation Director, Sport Clubs Coordinator, Business Coordinator and Athletic Trainer are available for guidance and assistance in the administration of clubs, but the majority of club decisions, activities, and issues are the club’s responsibilities.

**Status and Classification**
*Conditional Status*—A club’s first year of existence is considered its conditional year. This year is for the club to recruit members, establish financial stability, and develop a scheduling plan. Clubs are not permitted to participate in an organized league, or compete in any home or away competitions. Once a club completes its conditional year, it will be evaluated and moved into Competitive or Recreational classification.

*Recreational Clubs*—Special interest, recreationally-oriented activity clubs that are open to USD students, faculty and staff. Organized to present social interaction, skill development, and occasionally less competitive activities.

*Competitive Clubs*—Participate at a high level of competition with clubs at other universities, and should not be confused with the Intercollegiate Athletics programs.

**Funding**
Funding comes from several places: Associated Students, membership dues, fundraising. Part of a club’s responsibility is to establish and maintain a funding plan and operating budget for the academic year.

**Facility Use**
Campus facility availability is a major factor in deciding to approve a new club. Developing a scheduling plan for practice, meetings, and other club events is crucial to the transition from conditional to approved status.

**What to do next?**
Review the requirement checklist on the next page. Then complete the New Club Request form, and submit it to Heather Evans, in the Recreation Office on the first floor of the Sports Center. (619) 260-8849, heatherevans@sandiego.edu
Requirements:

**USD Sport Clubs Handbook**: It is important to understand the policies and procedures of the Sport Clubs program before starting a new club. Please read through the handbook at the link below.
(http://www.sandiego.edu/campusrecreation/clubs/operations.php)

**Membership**: All USD Sport Clubs must have at least 10 members. The can be current students, faculty, or staff (competitive leagues usually have eligibility regulations). Each club is required to have 4 executive officers who will serve as the leadership team:

1. President
2. Treasurer
3. Safety Officer
4. Sport Clubs Council Representative

**Advisor**: Each club must have a full time faculty/staff advisor. Please refer to pages 22-23 of the Sport Clubs Handbook for Advisor responsibilities.

**Constitution**: Sport Clubs are official USD Student Organizations, so they must develop a constitution. Go to http://www.sandiego.edu/campusrecreation/clubs/operations.php for a sample constitution.

**Initial Meeting**: Once the New Club Request form is submitted, the Sport Clubs Coordinator will schedule a meeting to discuss the potential club. The USD Recreation administration will then decide (based on risk, facility availability, etc) if the potential club will go to the Sport Clubs Council for review.

**Budget and Funding Plan**: Once a club has started the review process, the club leadership will have to develop a Funding Plan and Operating Budget with the assistance of the USD Recreation Business Coordinator.

**Sport Club Council Review/Approval**: The council is the Sport Clubs governing body made up of current members from each club. The council will review the new club application, budget, and funding plan, and interview the potential club leadership, then vote to approve or deny the new club request. The Sport Clubs Coordinator and Recreation Director have final approval on all decisions.

**Questions, Comments, or Concerns**: Please contact Heather Evans, Sport Clubs Coordinator at (619) 260-8849, heatherevans@sandiego.edu
University of San Diego Sport Clubs

New Club Request

Club: ____________________________  Type: Recreational  Competitive

Student Interested in Starting Club: ____________________________

Email: __________________________  Phone: __________  USD ID: ________

Advisor: __________________________  USD Title: __________________________

Email: __________________________  Phone: __________  USD ID: ________

Purpose of Club: ____________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

On campus facilities needed (hours/week):
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Potential Members
Please provide the names, emails, and USD ID numbers for 10 people interested in joining the club

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