

SPORT CLUB RECOGNITION PROCESS

Students with a common interest in a particular sport and physical activity that is currently not offered by the SF State Sport Club program may apply to become a recognized sport club during the Sport Club Open Enrollment Period. The Open Enrollment Period begins on the first day of the spring semester and lasts for three weeks. Students who do not complete the recognition process by the last day of the Open Enrollment Period will be required to wait until the following year to register their Sport Club.

Prior to completing any paperwork or forms, students wanting to form a new Sport Club at SF State must set up an initial club interest meeting with the Coordinator of Sport Clubs. At this initial interest meeting, the possibility of recognition, eligibility factors, and criteria requirements of a potential new Sport Club will be discussed.

Note: The creation of a new sport club on campus is not guaranteed and may not be permitted to be formed due to financial or insurance costs or because it has been deemed to high risk of a sport by the university Risk Management Department.

1. The following minimum Eligibility Factors and Criteria will be addressed at the initial interest meeting:
 - a. Duplication considerations: New Clubs cannot be formed if a similar type of Sport Club already exists within the Sport Club Program and restrictions apply if the proposed Sport Club mirrors an existing program offered by the Campus Recreation Department.
 - b. Sport Club tier level and risk assessment of Sport Club activities and competition
 - c. Financial resources available to the prospective Sport Club
 - d. Availability of Facilities (practice and competition)
 - e. Availability of competitive opportunities (where applicable)
 - f. Affiliation with NGB or State governing body
 - g. Availability of Sport Club Advisor
 - h. Establishment of an on campus bank account (only recommended)
 - i. Availability of qualified coaching (when applicable)
 - j. Availability of appropriate Sport Clubs staff oversight

2. Following the initial interest meeting, the Coordinator of Sport Clubs will notify the students of the prospective Sport Club as to whether or not they have been approved to proceed with the Sport Club Recognition Process. If approved they may begin completing the required documentation and forms for recognition as a University Sport Club and submit the documents to the Coordinator of Sport Clubs for final approval and recognition by the SCC.
3. All Sport Club Recognition Forms must be completed and turned in to the Campus Recreation Department Office, located in Student Services Building #105 by the Open Enrollment Period deadline at 5:00pm. Any late Sport Club Recognition Forms submitted past the Open Enrollment Period deadline will automatically stop the recognition process and interested students will need to wait for consideration until the following year.
4. If all forms required for Sport Club recognition have been completed and submitted by the Open Enrollment deadline, the SCC at their next meeting will reviews the documentation for completeness and either recognize or deny the Club admittance into the Sport Club program upon recommendations given by the Coordinator of Sport Clubs.
5. New Sport Clubs recognized by the SCC will be recognized as a probationary club within the program. A new Sport Clubs probationary period will last for one semester. Probationary clubs are not permitted to vote at SCC meetings and cannot receive special allocation funding. Probationary clubs can request an annual allocation, to be awarded for use starting in the fall semester directly following the semester of their probationary period.
6. The Coordinator of Sport Clubs will notify the prospective club president of the SCC decision.

Requirements and Forms

All members of recognized Sport Clubs **MUST be current SF State students**. Furthermore all participants **MUST** adhere to the policies and procedures set by the Campus Recreation Department, LEAD, and San Francisco State University.

Following approval from the Sport Club Coordinator to proceed with the formation of the new sport club, the following documentation supporting the recognition of a new Sport Club must be completed and submitted to the Sport Club Coordinator by the Open Enrollment deadline:

1. Sport Club Constitution/Bylaws (See appendix for sample constitution)
2. SF State Sport Club Registration Form
 - a. Club Goals and Objectives
 - b. Classification: Competitive or Recreational
 - c. Contact List of Sport Club Executive Officers
 - d. Identification of a Safety Officer who is a Club member

- e. List of interested students (signatures, ID#’s, phone #’s)
3. SF State Sport Club Advisor Agreement
 - a. The sport club must identify a Faculty/Staff advisor. Advisor can be part-time/full-time faculty/staff.
 - b. Select an advisor who is familiar with the operations of the university and demonstrates sustainability over time.
4. Proof of registration with a National or State body (If applicable)
5. Name of Coach with attached qualifications (If applicable)
6. Proposed Budget
7. Proposed annual calendar of activities

A minimum of five SF State students must be listed on the Sport Club Registration Form to be recognized. Each Sport Club must have at least three Executive Officers held by three separate individuals (President, Treasurer, and Safety Officer). Each officer must be a student and in good academic standing with the University. The Coordinator of Sports Clubs will conduct a grade check and dismiss any ineligible Club Officer(s) from their position if the following criteria are not being met:

1. Officers must maintain a 2.0 Cum. SF State GPA.
2. Undergraduate student officers must be enrolled in a minimum of 6 units and Graduate Student officers in a minimum of 3 units.

The Executive Board must first create a club constitution that includes an outline of the Sport Club structure and the roles and responsibilities of club officers (refer to the Appendix for a Sample Constitution). This constitution must be current at all times. Amendments to the constitution are required when significant changes occur.

Sport Club Interest Worksheet

Potential Sport Club Name: _____

Date: _____

Founding Club Members:

1. Name: _____ Email: _____ Phone: _____

2. Name: _____ Email: _____ Phone: _____

3. Name: _____ Email: _____ Phone: _____

4. Name: _____ Email: _____ Phone: _____

5. Name: _____ Email: _____ Phone: _____

What tier level does the club hope to achieve? Why?

Competitive Club

Recreational Club

What would be the goals of this particular sport club?

What facilities do you intend to use for Club Practices?

What facilities do you intend to use for Club Home Games/Competitions?

What National Governing Body (NGB) would your club be affiliated with if approved?

What are the benefits to the club of being affiliated with the above NGB?

What other university/community club programs would the club compete against?

Do you already have a club faculty/staff advisor in mind?

Yes No

Name: _____ Email: _____ Phone: _____

What SF State Department is he/she affiliated with? _____

What are the required equipment needs of the club?

What are the foreseen initial expenses associated with the club, along with estimated costs for each item?

What are the most common dangers or risks associated with individuals taking part in this kind of club activity?

What questions or concerns do you have regarding this potential new sport club?

Upon completing this worksheet please contact the Sport Club Coordinator to schedule a meeting to discuss this form in detail.