



EST. 1890

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. Review and complete the Student Activities guidelines on how to start a club: https://studentaffairs.unt.edu/student-activities-center/programs-and-services/student-organizations/registration. For assistance, Contact Student Activities in the Union Room 345 or by phone: 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
3. Information must be provided about the specific needs of the club (Facility, equipment, National Governing body, etc.).
4. A Risk Management Questionnaire must be completed; 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 may host an interest meeting on campus since all clubs are open for all UNT students to participate.
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. For any off campus facilities, the Assistant Director of Sport Clubs will need to complete a site visit. (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.

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: _____