

Illinois State University

Perspective NEW Sport Club Checklist

So you want to create a Sport Club? The chance to continue to play a sport competitively while developing leadership skills and making lifelong friends and connections is invaluable and will truly enrich the undergraduate experience.

Items to review:

- Sport Club Handbook
- Sport Club Compliance Program

Once the items have been reviewed by your leadership team, you may schedule a meeting with Sport Club Administration. Your leadership team should have a detailed plan (to the best of your ability) for the following items *before* arriving for your initial meeting.

- Club's Mission and Goals
- National Governing Body (NGB) Information
 - Sport clubs must be a member of an National Governing Body
 - NGB: organization that oversees your sport on a national level. It typically breaks the country into geographical leagues or division. Teams usually pay a fee to be a member of an NGB and receive various benefits depending on the NGB they join.
 - Know the contact person for the league/have made contact with them
 - Have at least a general understanding of the benefits of being a part of the league and their format for games/tournaments/post season play
 - What are the costs of being in the league?
 - Know where you would be expected to travel in a given year
- ISU Student Interest in Club:
 - Is your club sustainable?
 - Do you have enough interest and people to return year after year?
 - Who are your officers (each club must have three – president, vice president, treasurer)?
 - How many interested members do you currently have?
 - What are your projections for recruitment?
 - Example: 'By spring of 2018, we will retain 20 new members through tabling and social media efforts'.
- Anticipated Facility Use/Risk Management Considerations:
 - Where will your club practice and compete?
 - If your club has equipment, where will it be stored?
 - What are the safety concerns for your sport?

□ Anticipated Budgetary Needs:

- What is the cost of operating the club?
- What would your due structure look like?
- What will travel cost (entry fees, gas, hotel, etc.)?
 - Clubs are required to travel a minimum of three times through the course of an academic year
- How much are fees for you club's National Governing Body?

Once the above items have been discussed and Sport Club Administration agrees that the club is equipped to move forward, the club will present to the Sport Club Executive Board for admission into the Sport Club Program. The club is allotted thirty minutes for a formal, professional presentation that outlines their club. **The PowerPoint presentation must be submitted via email (sportclubs@ilstu.edu) at least 48 hours prior to the scheduled meeting time.**

Some suggestions of information to include in your presentation are below. Note this is not an all-inclusive list.

- Why should your RSO be a Sport Club?
- What steps have you already completed?
- How is your club going to benefit the Sport Club community?
- What is your RSO leadership structure?
- Do any club members have experience in instruction or coaching of the sport?
- Explanation of national/regional affiliation (NGB)
- Examples of where you would travel to
- What obstacles are you facing? Risk?
- Plans for recruiting members? Fundraising? Involvement?
- Club Goals (annual & long term)
- What are your facility space and equipment needs?
- Financial management plan (anticipated budget)

Once the presentation has been completed, the Executive Board will meet to make their recommendation to Sport Club Administration. Once the recommendation has been made, there are discussions that will take place with Campus Recreation Professionals before the club will receive an answer. This can take up to two weeks and Sport Club Administration will be in contact with the club's leadership with updates about their status.